

REPORT

OF THE

PHILIPPINE CIVIL-SERVICE BOARD

FOR THE

YEAR ENDED JUNE 30, 1905.

From the Report of the Philippine Commission, part 1, pages 667-753.

BUREAU OF INSULAR AFFAIRS,
WAR DEPARTMENT.



Washington:
Government Printing Office.
1906.

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Philippine Islands Bureau of Fisheries

EXHIBIT D.

FIFTH ANNUAL REPORT OF THE PHILIPPINE CIVIL SERVICE BOARD.

AUGUST 15, 1905.

GENTLEMEN: The board has the honor to submit its fifth annual report for the year ended June 30, 1905, in which the work of the board during that period is outlined, and suggestions offered looking toward the improvement of the Philippine civil service.

EXAMINATIONS TAKEN IN THE ENGLISH AND SPANISH LANGUAGES.

During the year covered by this report, 8,232 applicants entered examinations conducted in Manila and in the provinces, against a total of 5,911 applicants entering examinations during the nine months covered by the last report of the board. Of the total number examined during the year, exclusive of those examined for mechanical trades and skilled workmen positions, 4,185 entered examinations conducted in the English language, and 3,555 entered examinations conducted in Spanish, against 2,443 entering English and 3,011 entering Spanish examinations during the period of the preceding report; of the Americans and Filipinos entering English examinations, 1,373, or 33 per cent, passed, while during the period covered by the previous report, 1,138, or 47 per cent, passed. Of the total number entering Spanish examinations during the year, 1,507, or 42 per cent, passed, against 1,346, or 45 per cent, passed during the period of the preceding report.

EXAMINATIONS IN THE ENGLISH LANGUAGE TAKEN BY FILIPINOS.

The number of Filipinos entering and passing examinations conducted in the English language has steadily increased since the organization of the board. During the past twelve months, however, there was a much greater increase than during any previous year. Of the 4,185 applicants entering examinations in English during the year, 2,917, or 70 per cent, were Filipinos; while of the 2,443 applicants entering English examinations during the period covered by the board's last report, 1,063, or 44 per cent, were Filipinos. Of the Filipinos entering examinations in English during the year, 652, or 22 per cent, passed; against 282, or 27 per cent, passing English examinations during the period of the preceding report. Of the 652 Filipinos securing eligible ratings in English examinations, 14 qualified in the first grade, 157 in the second grade, 284 in the Filipino teacher, and 159 in the third-grade examination. It may be stated that the needs of the service for appointees having the knowledge called for by the second and third grade English and the Filipino teacher examinations are now being fully met by the number of Filipinos who qualify in these examinations.

APPOINTMENTS.

During the year 1,002 appointments were made to the Philippine civil service as a result of examinations held in the islands for entrance to the service; 437 of the appointments were made from English registers and 565 from Spanish registers.

The number of persons appointed in the United States to the Philippine service during the year was 225, of whom 16 were by transfer from the Federal service. Of these 225 appointees 151 were teachers. During the period covered by the preceding report of the board 338 appointments were made in the United States to the Philippine classified civil service. The decrease was most marked in the number of appointments as a result of the assistant bookkeeper, civil engineer, trained nurse, stenographer and typewriter, and teacher examinations.

There was a decrease during the year in the number of original appointments to the Philippine civil service made in the islands.

Including appointments made in the islands by promotion, reduction, transfer, and reinstatement, and as a result of examinations held in the United States for this service, and by transfer from the Federal service, 3,800 appointments in the Philippine civil service were attested by the board during the year, against 3,100 appointments attested during the period covered by the last report.

APPOINTMENTS IN THE PHILIPPINES DIVISION AND AT THE NAVAL STATION, CAVITE.

The board has continued the work for the United States Civil Service Commission, and during the past year held examinations for and made certifications to fill vacancies in classified Federal positions in the Philippines division and at the United States naval station, Cavite. During the year, 112 appointments to the Federal service in the islands were made upon the board's certificate. Reports covering certifications and appointments have been transmitted to the United States Civil Service Commission.

The board is pleased to state that there has been continuance in the hearty cooperation manifested from the beginning by the military and naval authorities in the islands in the matter of appointment to classified Federal positions.

REVISED CIVIL SERVICE RULES.

In its preceding report the board referred to the revised civil service rules promulgated by the governor-general on September 1, 1904. As stated in that report, the revision and unification have resulted in a set of rules—sixteen in number—clear, definite, comprehensive, and harmoniously arranged.

The revised rules provide a clear and definite course of procedure; have operated equitably and justly, both in the interests of the public service and in the interests of officers and employees; and have aided materially in bringing about a comparatively settled and healthful condition in the service. They have been found to serve admirably the purpose for which they were promulgated.

With a faithful observance of the existing civil service rules there will continue to be an increase in efficiency, and should be a gradual decrease in the number of employees in the service and consequent reduction in salary and other expenditure.

CONDITIONS AFFECTING EFFICIENCY AND ECONOMY IN THE SERVICE.

Economy in administration depends to a considerable extent on the efficiency of the personnel. Experience has demonstrated that the highest degree of efficiency is attained through the operation of a civil service law providing for a thorough application of the merit system.

The abundant testimony of officials of the United States Government indicates that the operation of the Federal civil service law and rules has effected a saving of money in the various bureaus and offices of that Government of from 10 to 25 per cent, in addition to the great gain in efficiency.

A single example of economy in the Philippine service is shown by the results obtained through the classification of teachers.

Referring to the matter of economy, the general superintendent of education says in his last report:

"This retrenchment of expenditure, both in actual amount and in proportion to the total expenses of the Government, has been carried out in spite of the fact that each year has shown a large gain in the amount of school work done."

The expenditure of the bureau of education for the fiscal year ended June 30, 1905, was about ₱600,000 less than it was for the fiscal year prior to the classification of teachers.

The application of the merit system in the United States, which has resulted in increased efficiency, economy, and dignity in the Federal service, and the demonstrated results in the Philippine Islands, warrant the conclusion that the measure of good government thus far attained in the islands is, in part, fairly attributable to the operation of the Philippine civil service act and rules, and that, conservatively estimated, there has been a saving of more than \$1,000,000 annually.

Character and permanency of personnel.—A high grade of efficiency in the public service can not be attained with a transitory personnel. Continuity of service is essential to efficiency. Adequate preparation and special training supplemented by long experience tend to produce a personnel whose services become increasingly valuable.

A transitory personnel not only does not contribute to a high degree of efficiency, but it adds greatly to the expense of administration. Where officers and employees

are, without adequate preparation and experience, placed in positions of responsibility, mistakes are bound to be more or less frequent, and some of them expensive and serious. From the standpoint of economy, therefore, as well as efficiency, appointment in a dependency especially should contemplate a long period of service. The constant withdrawal from the Philippine service of competent men who are just reaching the point where their services would be most valuable and useful to the Government is not in the interests of economy, efficiency, or good government. The Philippine civil service, no less than the military and naval services of the United States, should offer opportunity for an honorable career for well-trained men. The continuance in the service of self-reliant, well-trained, and efficient young men of good character must be deemed essential to successful administration and good government in the Philippine Islands.

The number of appointments to the Philippine service made since the organization of civil government clearly indicates the transitory nature of the service. The records of the board show, however, that the number of separations is gradually decreasing, as is also the number of appointments, which promises greater permanence in the personnel in the future.

Through the board's examinations in the islands and those held at the request of the board for this service by the United States Civil Service Commission, an endeavor has been made to introduce a class of men above the average in character and capacity. The majority of appointees brought from the United States are well-educated young men.

Some educational institutions of the United States are anticipating the needs of the Philippine civil service by introducing into their curricula subjects pertaining to colonial government. It may confidently be expected that future appointees from the United States will be more thoroughly equipped for this service through the better preparation received in colleges and universities.

The employment of Filipinos.—An example of economy in the Philippine service due to the operation of the civil service act and rules is shown in the employment of Filipinos.

The Philippine civil service act and rules contemplate the employment of Filipinos wherever possible. By systematic training the number of available natives competent to enter the service is constantly increasing. When the act became operative in April, 1901, the Filipinos constituted only a small proportion of the officers and employees in the classified service. On January 1, 1903, the numbers of Americans and Filipinos in the service above the grade of laborer were about equal. On January 1, 1904, the ratio of Americans to Filipinos was slightly in favor of Filipinos. The ratio on January 1, 1905, was, approximately, 3 Americans to 4 Filipinos. It is believed that by the end of this calendar year the ratio will be nearly 1 to 2.

Economy in administration, as well as the carrying out of the policy of the government, demands the employment of a maximum number of Filipinos and a minimum number of Americans, at salaries commensurate with qualifications. The field for the employment of natives widens with their acquisition of a knowledge of the English language and of the industrial arts.

The examination regulations have been revised from time to time to meet the conditions of the service. Appointments to clerical positions are governed by these regulations. Formerly many Americans appointed locally entered the service as a result of the second-grade clerical examination, being unable to qualify in a first-grade examination. The maximum salary at which appointments could be made from the second-grade register was \$900. The present regulations providing for a maximum salary of \$600 have operated to substitute Filipinos for Americans, the latter now not finding it advantageous to enter the second-grade examination.

The extensive employment of Filipinos calls for administrative officers of a high grade—those who have a strong grasp of government affairs and are capable and willing to supervise and guide the Filipinos under them.

Transfers.—It does not appear to be in the interests of the public service to transfer an employee from a position in one bureau to a position in another bureau, involving essentially different duties, primarily for the purpose of securing to the employee an increase in salary. Frequent transfers of this character require the constant training and preparation of employees for new duties, thereby necessitating a larger number of employees than would otherwise be required. A constantly shifting personnel is not conducive to efficiency or economy.

Transfers on account of inefficiency or unsatisfactory service arising from various causes are too frequent. As a rule, in this class of cases, removal or reduction in class or grade instead of transfer is in the interests of the public service. Efficiency records and reports are the only practical means by which the board is able to discourage this practice of continuing undesirable employees in the service.

While the executive order of the governor-general of July 7, 1903, had a salutary effect for a time in restricting transfers, the number made during the year covered by this report was larger than during any previous year, there having been 458 transfers.

Prerequisites for promotion to certain positions.—Civil service in a dependency presents conditions not met with in the home government. A successful administrative officer in a dependency should be not only thoroughly informed in the sphere of his immediate activity, but should have a wide knowledge of the government of dependencies in general and of the manner in which various governmental problems have been solved.

Officials serving in the provinces who do not know the history, vernacular language, customs, and traditions of the people with whom they have to deal are not adequately prepared to fill successfully positions the duties of which bring them into contact with the natives. It is impossible to get into touch with a strange people without the use of a common tongue, and equally impossible to deal justly with them without an intimate knowledge of their customs and traditions, which to a greater or less extent must be recognized and sustained as bases of action and rules of conduct. Acquisition of such knowledge, tested by examination, should be prerequisite to promotion.

It is believed that increase in pay for length of service to all American members of police organizations, including constabulary officers, policemen, firemen, and prison guards, should not be made until a knowledge of the vernacular language of the natives with whom they have to deal is attained, and that in the case of Filipino members of police organizations, increase in pay for length of service should not be made until they have attained a knowledge of the English language.

At present increase of pay for length of service of American and native policemen, firemen, and prison guards is allowed without reference to language acquirements. In the case of native policemen it is provided that in addition to increase of pay for length of service they may receive an increase of 25 per cent of the salary fixed by law when they attain a knowledge of English.

Second, third, and fourth class inspectors of the Philippines Constabulary receive the maximum pay of their respective grades after one year of service, upon passing the constabulary examination; provided, however, that under Act No. 1225 "fifty dollars each per annum additional compensation shall be paid to officers of the Philippines Constabulary, not natives of the Philippine Islands, who prove their ability to speak and read one of the native dialects of the Philippine Islands."

The board recommends that the provision of section 9 of Act No. 286 allowing native policemen to receive an increase of 25 per cent of the salary fixed by law when they attain a knowledge of English be repealed, and that no increase in pay for length of service of policemen, firemen, and prison guards be allowed until, in the case of Americans, they obtain a knowledge of the vernacular language of the natives with whom they have to deal, and, in the case of Filipinos, until they obtain a knowledge of the English language. The knowledge of languages should of course be tested by examination.

It is also recommended that the provision of Act No. 1225, above quoted, be repealed, and the promotion of an American constabulary inspector to the maximum salary of his grade after one year's service be not allowed until the inspector, in addition to passing the regular constabulary examination, demonstrates his ability to speak and read one of the native dialects.

Removals and reductions.—The records show that during the year there were 37 removals of officials (principally subordinate officials) for cause, and that only 1 of them entered the service as a result of examination and certification by the civil-service board. The total number of officials removed for cause since the organization of civil government is 110, only 7 of whom entered the service through the board's examination and certification.

The relation of efficiency and honesty to the merit system is well shown by these figures, which indicate that a rigid application of the merit system is essential to strict integrity and a high degree of efficiency in the service.

In every public service there are some officers and employees who are incompetent and inefficient. The Philippine civil-service rules enumerate the classes of delinquency and misconduct which should lead to reduction in class or grade or removal from the service. Extravagant habits and vices of employees lower the tone and efficiency of the service and warrant action on the part of chiefs of bureaus, as contemplated by the rules, with consequent reduction in salary expenditure. However, for various reasons unnecessary to enumerate, chiefs of bureaus seem reluctant to institute proceedings looking toward the removal of such employees from the service.

It is evident that the mental and physical wear and tear on account of intemperate habits and vicious excesses tend to decrease and eventually to destroy integrity and efficiency. The board believes that the matter of conduct or morals is not a matter

of mere prudishness or sentiment, but that it constitutes an important factor in efficiency. It can not be said that he who wastes his substance in riotous living, who deliberately lives beyond his means and becomes involved in debt, whose physical vigor and energies are sapped by excesses is likely to become an efficient and honest public official or employee.

The moral element need not be taken into account to demonstrate that such employees are not fitted for the public service. A well-ordered life is essential to a sound mind and a sound body, without which honesty and efficiency in the public service are practicably impossible.

In making reductions in the number of subordinate officials and employees, an opportunity is presented to weed out the incompetent and inefficient and to raise materially the general efficiency of the public service. To accomplish this purpose the fullest information relating to the efficiency of each official and employee is absolutely necessary to discriminate wisely and well.

The value and necessity of efficiency records and reports are recognized by officials in the public service of the United States, military, naval, and civil, where such records and reports have been found to be essential to good administration and have been generally adopted after years of experimentation.

A thorough study of this subject leads one to the inevitable conclusion that it is impracticable to maintain a merit system worthy of the name without efficiency records systematically kept, by which promotions, reductions, and removals may be governed.

The knowledge that a fair and honest efficiency record is being kept stimulates employees to render the best service of which they are capable.

The definite knowledge acquired through comparative investigation in preparing efficiency reports, and the possession of these reports by the civil-service board and the head of a department, are of great value not only in determining who among those eligible for promotion should receive recognition and advancement, in accordance with the true principle of the merit system of making promotions in the public service, but also in calling attention to those whose service and record warrant either reduction or dismissal.

Leave of absence.—The expenditure on account of accrued leave of absence amounts, approximately, to a million pesos annually. In the opinion of the board this expenditure can be reduced to a half-million basis without infringement of any rights of the personnel of the service. An amendment of Act No. 1040 is earnestly recommended, providing for a more reasonable and judicious application of the leave law.

It is also recommended that all appointees in the United States to this service be required to advance the cost of their transportation to the islands, and that if return transportation is advanced to employees on leave in the United States the Philippine government be reimbursed therefor immediately on return to the islands by deduction from salary due on account of leave and half pay.

Hours of labor.—In its last two reports the board recommended uniform office hours for the service. The office hours of this board have always been seven, except during the heated season, when they have been reduced one-half hour. The experience of the board demonstrated that these office hours are entirely practicable with due consideration for the health of employees. As a matter of fact, including overtime, there has been an average of approximately eight hours' work each day in the office of the board. In some offices the actual number of hours of labor performed daily has not exceeded six. If there were required uniformly throughout the service at least seven hours of labor each day, there could be a considerable reduction in the number of employees on this account alone.

Correspondence.—It occurred to the board last April that duplication of work in connection with correspondence records could be reduced to a considerable extent by each office transmitting with every original communication a carbon copy thereof; by so doing the making of a copy for file in case of indorsement would be obviated. Accordingly the board adopted the plan tentatively with the executive bureau and other offices. Subsequently the plan was regularly adopted throughout the service by suggestion of the executive secretary. This enabled the board to reduce at once its clerical force in the correspondence-record division.

WORK OF THE BOARD.

Work in connection with the examination of applicants for entrance to the Filipino teacher examination, and in connection with the granting of vacations to persons in the teaching service, added to the duties of the board during the past year.

Owing to the conditions which prevailed in the teaching service in the past in the matter of vacations, absences due to illness and other causes, the performance of vacation institute work, etc., the board has been obliged to devote much time to

the adjustment of teachers' vacations. Since February, 1904, 80 different decisions with reference to the allowance of leave to teachers and division superintendents have been rendered by the secretary of public instruction after careful consideration and recommendation by the board in each case.

The classification of the position of municipal treasurer has increased the work of the board, several hundred applicants entering examinations during the year with a view to securing eligibility for appointment to municipal treasurerships.

There was a material increase during the year in connection with examinations for and appointments to the Federal service in the Philippines.

Another source of increased work of the board during the year was due to the installation in its office of a modern correspondence-filing system. Since its organization the board had maintained a simple and inexpensive method of filing correspondence, which became inadequate as the work of the office increased. The installation of the card-index system became imperative owing to the necessity of frequent reference to the records. The work of the board in connection with this system is considerable, as many communications involve decisions which affect the greater part of the service, and the intricate questions that are often presented and upon which decisions are rendered require careful indexing. The matter of precedent is an important one in the work of the board. The index system shows clearly all official decisions bearing upon the Philippine civil service.

With a view to securing greater economy in the transmission of cablegraphic communications to and from the United States relative to civil-service matters, the board's cable code was carefully revised during the year and made to cover a wider scope. Owing to the legislation in 1904 with respect to appointments, reinstatements, transfers, leaves of absence, etc., much of the matter contained in the old code became obsolete. The present cable code is thoroughly up to date and covers exhaustively civil-service matters which are the subject of communications between this government and the War Department at Washington.

PUBLICATIONS.

During the year, in addition to the publication of the annual report, the Manual of Information, in English and Spanish, was carefully revised, and 9,000 copies of the English and 10,000 copies of the Spanish manual printed. A supply of the English manual was sent to the Bureau of Insular Affairs and the United States Civil-Service Commission, Washington, D. C., for distribution to applicants in the United States. In addition to containing full information relative to examinations for the Philippine service, the Manual contains the full text of the civil-service act, the leave act, and the civil-service rules. Prospective applicants are thus fully advised with respect to the conditions of appointment to and employment in the Philippine service.

The Official Roster of Officers and Employees in the Civil Service of the Philippine Islands on January 1, 1905, was carefully prepared in accordance with the provisions of the civil-service act, and 1,000 copies were printed.

W. M. S. WASHBURN,
B. L. FALCONER,
José E. ALEMANY,
Members of the Board.

The GOVERNOR-GENERAL OF THE PHILIPPINE ISLANDS,
The Philippine Commission.

APPENDIX.

LAWS RELATING TO THE PHILIPPINE CIVIL SERVICE.

[No. 5.]

An Act For the establishment and maintenance of an efficient and honest civil service in the Philippine Islands.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

SECTION 1. The civil governor, by and with the advice and consent of the Philippine Commission, shall appoint three persons to be members of a board to be called the

Philippine civil service board. The civil governor shall designate one of these appointees as chairman.

SEC. 2. No person shall be eligible for appointment as a member of the board unless he shall be a native of the Philippine Islands owing and acknowledging allegiance to the United States, or a citizen of the United States.

SEC. 3. (a) The board shall keep an official roster of all officers and employees above the grade of unskilled laborer in the civil service of the Philippine Islands, and for the purpose of this roster each head of a bureau or office shall furnish to the board the necessary information, in such form and manner as it shall prescribe. The roster shall be published at intervals to be fixed by the civil governor.

(b) All heads of bureaus or offices shall cause to be kept an accurate record of the attendance of all officers and employees under them who are entitled to leave of absence provided by law, and shall report to the board, in the form and manner prescribed by it, all absences from duty from any cause whatever. The board shall keep an accurate record of such absences.

SEC. 4. The board shall prepare rules adapted to carry out the purpose of this act, which is hereby declared to be the establishment and maintenance of an efficient and honest civil service in all the executive branches of the government of the Philippine Islands, central, departmental, and provincial, and of the city of Manila, by appointments and promotions according to merit and by competitive examinations where the same are practicable, and it shall be the duty of all officers in the Philippine civil service in the departments and offices to which any such rules may relate to aid, in all proper ways, in carrying said rules and any modifications thereof into effect.

SEC. 5. This act shall apply, except as hereinafter expressly provided, to all appointments of civilians in the bureaus and offices of the government of the Philippine Islands, insular or provincial, or of the city of Manila: *Provided*, That persons appointed by the civil governor, by and with the advice and consent of the Philippine Commission, shall not be included in the classified service unless otherwise specifically provided by law.

SEC. 6. The rules to be prepared and certified by the board shall provide:

(a) For the classification of all offices and employments included in section five.

(b) For the appointment to those offices requiring technical, professional, or scientific knowledge, by competitive or noncompetitive examinations, as the board shall determine.

(c) For the selection of members of the police force and of the fire department in the city of Manila and of guards at prisons and penitentiaries by competitive or non-competitive examination, or otherwise, as the board, after consultation with the military governor and his approval, shall determine.

(d) For the selection of skilled workmen by such examinations, competitive or noncompetitive, as may be practicable, and which need not, if the board shall so limit them, relate to more than the capacity of the applicants to labor, their habits of industry and sobriety, and their honesty.

(e) For competitive or noncompetitive promotion examinations, as the board shall determine. In the competition the board may provide, in its discretion, for the allowance of credit to the previous experience and efficiency of the applicant in the civil service of the islands, to be estimated by the officer or officers under whose direction the service has been rendered, under such limitations as the board may prescribe: *Provided*, That such credit shall not be allowed to any applicant who shall not obtain a minimum average percentum to be fixed by the board.

(f) For a period of probation before the appointment or employment is made permanent.

(g) For the preparation and holding in Manila and in the provinces of open competitive examinations of a practical character for testing the fitness of applicants for appointment to the classified service, and for the preparation and the holding of examinations in the United States under the auspices of the United States Civil Service Commission.

(h) For selection, according to average percentage, from among those certified by the board as rated highest in such competition.

(i) For transfers under limitations to be fixed by the rules from one branch of the classified service to another, or from the Federal classified civil service of the United States to the classified service of the Philippine Islands.

(j) For reinstatements in the service under limitations to be fixed by the rules.

(k) For the examination in the Spanish language of all applicants who are citizens of the United States and in the English language of all applicants who are natives of the Philippine Islands, whenever, in the opinion of the board, knowledge of both languages is essential to an efficient discharge of the duties of the positions sought.

(l) For the holding of noncompetitive examinations when applicants fail to compete after due notice has been given of an open competitive examination to fill an existing vacancy.

(m) For a thorough physical examination by a competent physician of every applicant for examination in the United States, and in the discretion of the board in the Philippine Islands, and for rejection of every such applicant found to be physically disqualified for efficient service in the Philippine Islands.

(n) For fixing age limits of applicants for entrance into the classified service.

(o) For eliciting from all applicants for examination full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service which they seek to enter.

(p) For the employment of clerks and other employees for temporary service in the absence of available eligibles or when the work is temporary in character: *Provided*, That the temporary employment of any person occupying a permanent position shall cease when the board shall certify an eligible who accepts temporary or probationary appointment.

(q) The enumeration herein of the subjects to be covered by the rules of the board shall not be regarded as exclusive, but the board shall have power to prepare and submit to the civil governor for his approval any rules not in violation of the limitations of the act which will more efficiently secure the enforcement of the act.

SEC. 7. The board shall keep minutes of its own proceedings, and on or before the first day of July of each year shall make an annual report to the civil governor and to the Commission showing its proceedings, the rules which have been certified by the board and approved by the civil governor, the practical effect thereof, and suggestions for carrying out more effectually the purpose of this act.

SEC. 8. The board shall supervise the preparation and rating and have control of all examinations in the Philippine Islands under this act. The board may designate a suitable number of persons in the Philippine civil service to conduct its examinations and to serve as members of examining committees, and when examiners with special, technical, or professional qualifications are required for the preparation or rating of examination papers it may designate competent persons in the service for such special duty, after consultation with the proper officer, or officers, under whom they are serving. The duties required of such persons as members of examining committees, or as special examiners, shall be considered as part of their official duties and shall be performed without extra compensation. When persons can not be found in the Philippine service with the necessary qualifications for special examining work that may be required, the board is authorized to employ at a reasonable compensation persons not in public employment for such work, which compensation shall be paid out of the general funds appropriated for the purposes of the board, on its order.

SEC. 9. The board may make investigations and report upon all matters relating to the enforcement of this act and the rules adopted hereunder, and in making such investigations the board and its duly authorized examiners are empowered to administer oaths, to summon witnesses, and to require the production of official books and records which may be relevant to such investigation.

SEC. 10. The board shall have a permanent office in the city of Manila. When examinations are to be held by the board, either in Manila or in the provinces, officers having the custody of public buildings shall allow their reasonable use for the purpose of holding such examinations.

SEC. 11. The head of each office to which this act applies shall notify the board in writing without delay of all appointments, permanent, temporary, or probational, made in the classified service in his office, of all rejections after the period of probation, and of all transfers, promotions, reductions, resignations, or vacancies from any cause in said service and of the date thereof; and a record of the same shall be kept by the board.

SEC. 12. No person shall be appointed to or employed in the classified civil service of the Philippine Islands or in any of the unclassified positions enumerated in section twenty, except as provided by an appropriation act or a resolution of the Philippine Commission pledging an appropriation, or by a resolution of a provincial board approved by the insular treasurer, passed prior to such appointment or employment. Any person appointed to or employed in the classified service by the head or acting head of a bureau or office in violation of the provisions of the civil service act or rules shall not be entitled to receive salary or wages from the government, but the head or acting head of the bureau or office who signs or makes such appointment or employment shall be personally responsible to him for the salary which would have accrued to him had the appointment or employment been made in accordance with

the provisions of the civil service act and rules, and payment shall be made to him out of the salary of the head or acting head of the bureau or office by the disbursing officer. No disbursing officer shall pay any salary or wages to any person appointed to or employed in a classified civil-service position, except from the salary of the head or acting head of the bureau or office, as hereinbefore provided, until proper evidence is furnished him by the head or acting head of the bureau or office that the person has been appointed or employed in accordance with the provisions of the civil service act and rules. When the board shall find that any person is holding a position in the classified civil service in violation of the provisions of the civil service act or rules, it shall certify information of the fact to the auditor and to the disbursing officer through whom the payment of salary or wages to such person is by law required to be made. If the auditor shall find that a disbursing officer has paid or permitted to be paid salary or wages to any person illegally holding a classified position, the whole amount paid shall be disallowed and the disbursing officer shall not receive credit for the same. If the auditor shall find that the head or acting head of a bureau or office is responsible, as above provided, for the payment of salary or wages to such person and that such payment is not due to the failure of the disbursing officer to obtain proper evidence as herein required, the disbursing officer shall be directed to withhold from the salary of such head or acting head of the bureau or office an amount equal to that disallowed by the auditor. A disbursing officer, the head of any department, bureau, or office, or the auditor may apply for and the civil service board shall render a decision upon any question as to whether a position is in the classified or the unclassified civil service, or whether the appointment of any person to a classified position has been made in accordance with the civil service act and rules, which decision, when rendered, shall be sufficient authority for the auditor in passing upon the account.

SEC. 13. Any person who shall willfully or corruptly, by himself or in cooperation with one or more persons, defeat, deceive, or obstruct any person in the matter of his right of examination by said board; or who shall willfully, corruptly, and falsely rate, grade, estimate, or report upon the examination or standing of any person examined hereunder, or aid in so doing; or who shall willfully and corruptly make any false representations relative thereto or concerning the persons examined; or who shall willfully and corruptly use or furnish any special or secret information for the purpose of improving or injuring the prospects or chances of himself or any other person so examined or to be examined, of being employed, appointed, or promoted, shall for each such offense be punished by a fine not exceeding one thousand dollars, or by imprisonment for a period not exceeding one year, or by both such fine and imprisonment.

SEC. 14. Any person who shall willfully and corruptly become the beneficiary of an act in violation of the last preceding section shall be punished as provided in that section.

SEC. 15. No inquiry shall be made and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, for entrance into the service, or of officers or employees in the matter of promotion: *Provided, however,* That disloyalty to the United States of America as the supreme authority in these islands shall be a complete disqualification for holding office in the Philippine civil service: *And provided further,* That no person shall be eligible for examination or appointment under the provisions of this act who shall be, on or after the first day of May, nineteen hundred and one, in arms against the authority of the United States in the Philippine Islands, or who shall thereafter give aid and comfort to the enemies of the United States so in arms; this provision shall not apply to those persons who were in arms against the authority and sovereignty of the United States in the Philippine Islands, or their aiders or abettors, prior to July fourth, nineteen hundred and two, who came within the provisions of the proclamation of amnesty of the President of the United States issued upon said date, and who have complied with the terms of said proclamation.

SEC. 16. Every applicant for admission to the Philippine civil service shall, before being admitted to examination in the islands, take and subscribe the following oath before a justice of the peace in and for the province in which he is, or before a member of the civil service board, the members of which are authorized to administer the same.

“OATH OF APPLICANT.

“I, _____, having applied for admission to the civil service of the Philippine Islands, do solemnly swear (or affirm) that I recognize and accept the supreme authority of the United States of America in these islands and will maintain true

faith and allegiance thereto; that I will obey the laws, legal orders, and decrees promulgated by its duly constituted authorities; that I impose upon myself this obligation voluntarily, without mental reservation or purpose of evasion. So help me God. (The last four words to be stricken out in case of affirmation.)

(Signature) "_____.

"Subscribed and sworn to (or affirmed) before me this — day of _____, 19_____.
"_____."

The oath of the applicant shall be filed with the secretary of the board.

SEC. 17. No officer or employee in the Philippine civil service shall, directly or indirectly, give or hand over to any other officer or employee in said service any money or other valuable thing to be applied to the promotion of any political object whatever, and a violation of this section by the receiving officer or employee shall subject the violator to a penalty of not exceeding five hundred dollars or to imprisonment not exceeding six months, or both, and upon conviction he shall be removed from office.

SEC. 18. No person in the Philippine civil service shall be under obligation to contribute to a political fund or to render a political service, or be removed or otherwise prejudiced for refusing to do so. Any person soliciting political contributions from public officers or employees shall be subject to the same penalties as those provided in the preceding section.

SEC. 19. In the appointment of officers and employees under the provisions of this act the appointing officer in his selection from the list of eligibles to be furnished him by the board shall, where other qualifications are equal, prefer:

First. Natives of the Philippine Islands.

Second. All honorably discharged soldiers, sailors, and marines of the United States.

SEC. 20. The requirements of this act for entrance into the civil service, or for promotion by examination, shall not apply to the selection of the following officers and employees:

1. One private secretary to each member of the Philippine Commission, including the civil governor.

2. Any person in the military or naval service of the United States who may be detailed for the performance of civil duties.

3. Persons employed as semiskilled or unskilled laborers whose rate of compensation is less than three hundred and sixty dollars per annum.

4. All employees whose rate of compensation is one hundred and twenty dollars or less per annum.

5. Postmasters and customs inspectors whose rates of compensation do not exceed three hundred and one hundred and eighty dollars per annum, respectively, who may lawfully perform the duties of postmaster or customs inspector in connection with the other official duties with which they are charged, if they be Government employees, or if not Government employees, in connection with their private business, such duties requiring only a portion of their time.

6. Detectives, secret agents, sheriffs, and deputy sheriffs.

7. Any position in the department of commerce and police the duties of which are of a quasi military or quasi naval character.

8. Chinese and Japanese employees.

SEC. 21. Vacancies in the position of heads and of assistant heads of bureaus or offices and of superintendents shall be filled by promotion, without examination, of persons in the classified service, if competent persons are found in the service who in the judgment of the appointing power are available and possess the qualifications required, the intention of this provision being that the appointing power may, by virtue hereof, select for appointment from the entire classified service the person deemed most competent to fill the vacancy: *Provided, however,* That an examination may be given when requested by the civil governor or proper head of an executive department.

SEC. 22. The persons now employed in the civil service of the Philippine Islands whose positions may be classified by the operation of this act and the rules herein provided for shall, unless dismissed by proper authority, continue in the service and discharge the duties assigned them: *Provided,* That the board may, in its discretion, require by rule that all such employees shall pass examinations practically adapted to show their fitness to fill the positions now held by them, and that in case of failure to pass such examinations to the satisfaction of the board they shall be dismissed from the service.

SEC. 23. The position of teacher in the insular service and in the municipal service of Manila is hereby classified and made subject to all the provisions of the civil

service act and rules, and all teachers now serving under regular appointment in the insular service or in the municipal service of Manila are hereby declared to be in the classified service.

SEC. 24. The rules to be prepared and certified by the board shall not take effect until approved by the civil governor, when they shall be promulgated by his executive order.

SEC. 25. After the passage of this act no civilian shall be employed in the offices specified in section five of this act except in accordance with its terms: *Provided*, That between the time of its passage and the date when the board herein created shall officially inform the military governor and the Commission that it is ready to certify a list of persons eligible to appointment under the provisions of this act for any vacancy occurring, appointments for temporary service may be made to fill vacancies or newly created offices to continue until such certification is made and such vacancies can be regularly filled, under the requirements of this act and the rules of the board adopted in accordance herewith. Persons so temporarily appointed may compete in the examinations held for regular entrance to the classified service.

SEC. 26. In this act whenever a sum of money is mentioned it shall be understood to refer to the money of the United States.

SEC. 27. Upon the passage of this act and the appointment and organization of the board, it shall be the duty of the head of each office to which this act applies upon application by the board to certify to the board a complete list of all the officers and employees engaged therein, together with a full statement of the duties performed by them and the compensation received by them.

SEC. 28. No applicants shall be admitted to the competitive examinations to be held under this act who are not either—

- (a) Citizens of the United States; or
- (b) Natives of the Philippine Islands; or
- (c) Persons who have, under and by virtue of the treaty of Paris, acquired the political rights of natives of the Islands; or
- (d) Persons who have taken the oath of allegiance to the United States and served as members of the Army or Navy of the United States and been honorably discharged therefrom.

SEC. 29. This act shall take effect on its passage and shall be referred to as the civil service act.

Enacted, September 19, 1900.

[No. 25.]

An Act Providing for the appointment and removal of subordinate officers and employees in certain departments and bureaus of the government of the Philippine Islands.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

SECTION 1. All appointments to and removals from subordinate positions in the Philippine civil service in offices or bureaus under the executive control of the secretaries of departments shall be made by the heads of offices or bureaus subject to the approval of the secretary of the department who exercises executive control over the office or bureau in which the appointment or removal is made; appointments to and removals from subordinate positions in all other offices or bureaus in the civil service of the insular government shall be made subject to the approval of the civil governor: *Provided*, That heads of offices and bureaus may employ and discharge unskilled laborers whose employment is authorized by law without the approval of the secretaries of departments or of the civil governor. In case there is no head or acting head of any such office or bureau, or other office or bureau established by law, at the time when appointments to or removals from subordinate positions therein become necessary, such appointments and removals may be made by the secretary of the department under which the office or bureau is established, who shall have direct charge and supervision of such office or bureau, and who, or a person assigned by him for the purpose, shall have authority to make estimates for appropriation, requisitions on the treasurer for money appropriated, and to approve all vouchers for payment.

SEC. 2. For neglect of duty or violation of reasonable office regulations, or in the interests of the public service, heads of bureaus or offices are hereby authorized to reduce the salary or compensation of any subordinate officer or employee, to deduct

from his pay a sum not exceeding one month's pay, or to suspend him without pay for a period not exceeding two months: *Provided, however,* That such deduction from pay or such suspension without pay shall receive the approval of the civil governor or the proper head of an executive department, after having been submitted to the civil service board for recommendation: *And provided further,* That any reduction in salary or deduction of pay or any suspension without pay as provided for in this section shall not affect the right of the person thus disciplined to accrued leave of absence, but in the event of his suspension from duty no accrued leave of absence shall be allowed for the time he is thus suspended.

SEC. 3. Nothing herein shall be construed to take any of the appointments to be made to positions described in section one out of the provisions of the civil service act, or to prevent the Commission from revoking action taken under section one, or making appointments to such positions, or from making removals therefrom of its own motion under the general powers conferred upon it by the instructions of the President of the United States.

SEC. 4. This act shall take effect on its passage.

Enacted, October 17, 1900.

[No. 102.]

An Act Regulating the salaries of officers and employees in the Philippine civil service.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

SECTION 1. * * *.

SALARY CLASSIFICATION.

The officers and employees in the Philippine civil service, for the purpose of these rules, shall be arranged in the following classes, and, unless otherwise provided by law, it shall be understood that the minimum amount specified for each class indicates the annual salary of each employee in that class:

Class 1: All persons receiving an annual salary of \$3,000 or more, or a compensation at the rate of \$3,000 or more per annum.

Class 2: All persons receiving an annual salary of \$2,750 or more, or a compensation at the rate of \$2,750 or more, but less than \$3,000 per annum.

Class 3: All persons receiving an annual salary of \$2,500 or more, or a compensation at the rate of \$2,500 or more, but less than \$2,750 per annum.

Class 4: All persons receiving an annual salary of \$2,250 or more, or a compensation at the rate of \$2,250 or more, but less than \$2,500 per annum.

Class 5: All persons receiving an annual salary of \$2,000 or more, or a compensation at the rate of \$2,000 or more, but less than \$2,250 per annum.

Class 6: All persons receiving an annual salary of \$1,800 or more, or a compensation at the rate of \$1,800 or more, but less than \$2,000 per annum.

Class 7: All persons receiving an annual salary of \$1,600 or more, or a compensation at the rate of \$1,600 or more, but less than \$1,800 per annum.

Class 8: All persons receiving an annual salary of \$1,400 or more, or a compensation at the rate of \$1,400 or more, but less than \$1,600 per annum.

Class 9: All persons receiving an annual salary of \$1,200 or more, or a compensation at the rate of \$1,200 or more, but less than \$1,400 per annum.

Class 10: All persons receiving an annual salary of \$1,000 or more, or a compensation at the rate of \$1,000 or more, but less than \$1,200 per annum.

Class A: All persons receiving an annual salary of \$900 or more, or a compensation at the rate of \$900 or more, but less than \$1,000 per annum.

Class B: All persons receiving an annual salary of \$840 or more, or a compensation at the rate of \$840 or more, but less than \$900 per annum.

Class C: All persons receiving an annual salary of \$720 or more, or a compensation at the rate of \$720 or more, but less than \$840 per annum.

Class D: All persons receiving an annual salary of \$600 or more, or a compensation at the rate of \$600 or more, but less than \$720 per annum.

Class E: All persons receiving an annual salary of \$540 or more, or a compensation at the rate of \$540 or more, but less than \$600 per annum.

Class F: All persons receiving an annual salary of \$480 or more, or a compensation at the rate of \$480 or more, but less than \$540 per annum.

Class G: All persons receiving an annual salary of \$420 or more, or a compensation at the rate of \$420 or more, but less than \$480 per annum.

Class H: All persons receiving an annual salary of \$360 or more, or a compensation at the rate of \$360 or more, but less than \$420 per annum.

Class I: All persons receiving an annual salary of \$300 or more, or a compensation at the rate of \$300 or more, but less than \$360 per annum.

Class J: All persons receiving an annual salary of \$240 or more, or a compensation at the rate of \$240 or more, but less than \$300 per annum.

Class K: All persons receiving an annual salary of less than \$240, or a compensation at the rate of less than \$240 per annum.

* * * * *

Enacted, March 9, 1901.

[No. 148.]

AN ACT Regulating expenditure of money under appropriations, forbidding the allowances to officers or clerks for extra compensation, except in case of clerks or employees acting as night teachers in the public schools, and regulating the payment of traveling expenses.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

SECTION 1. All sums appropriated for the various branches of expenditure in the public service shall be applied solely to the objects for which they are respectively made, and for no others, and no moneys appropriated for contingent, incidental, or miscellaneous purposes shall be expended or paid for official or clerical compensation.

SEC. 2. No allowance or compensation shall be made to any officer or clerk by reason of the discharge of duties which belong to any other officer or clerk in the same or any other department, and no allowance or compensation shall be made for any extra service whatever which any officer or clerk may be required to perform unless expressly authorized by law.

SEC. 3. No officer in any branch of the public service, or any other person whose salary, pay, or emoluments are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation in any form whatever for the disbursement of public money, or for any other service or duty whatever, unless the same is authorized by law, and the appropriation therefor explicitly states that it is for such additional pay, extra allowance, or compensation: *Provided, however,* That the employment of clerks and employees in the various civil departments as evening or night teachers in the public schools is hereby authorized, such salaries being hereby made a proper charge against the appropriations available for the payment of salaries of teachers.

SEC. 4. Hereafter actual and necessary traveling expenses only shall be allowed to any person holding employment or appointment under the government of the Philippine Islands, and all allowances in excess of the amount actually paid, except as herein provided, are declared illegal, and no credit shall be allowed to any of the disbursing officers of the government of the Philippine Islands for payments or allowances in violation of this provision: *Provided,* That nothing herein contained shall be construed to prohibit the payment of a per diem in lieu of actual expenses.

SEC. 5. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 6. This act shall take effect on its passage.

Enacted, June 21, 1901.

[No. 392.]

AN ACT Authorizing the employment of persons at salaries lower than those for which appropriation is made, and designating persons authorized to administer oaths for the civil service board.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

SECTION 1. The head of any department or bureau may, with the approval of the Philippine civil service board, appoint employees at salaries lower than those authorized and appropriated for: *Provided,* That the aggregate number of employees so authorized and appropriated for shall not be increased.

SEC. 2. The members of the civil service board, or any examiner duly authorized by it, may administer such oaths as may be necessary in the transaction of the official business of the board.

SEC. 3. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 4. The provisions of this act shall be effective as of April first, nineteen hundred and two.

Enacted, April 18, 1902.

[No. 1216.]

AN ACT Making appropriations for sundry expenses of the municipal government of the city of Manila for the fiscal year ending June thirtieth, nineteen hundred and five, and other designated periods.

By authority of the United States, be it enacted by the Philippine Commission, that:

* * * * *

SEC. 2. Upon the approval of the municipal board first had, a vacancy in a position of any class may be filled by the appointment of more than one person of a lower class: *Provided*, That the aggregate of salaries paid is not greater than the salary authorized by law for that position.

* * * * *

Enacted, August 17, 1904.

[No. 1225.]

AN ACT Making appropriations for sundry expenses of the insular government for the fiscal year ending June thirtieth, nineteen hundred and five, and other designated periods.

By authority of the United States, be it enacted by the Philippine Commission, that:

* * * * *

SEC. 2. Upon the approval of the civil governor, or proper head of a department first had, a vacancy in a position of any class may be filled by the appointment of more than one person of a lower class: *Provided*, That the aggregate of salaries paid is not greater than the salary authorized by law for that position.

* * * * *

Enacted, August 31, 1904.

[No. 1040.]

AN ACT Regulating the hours of labor, leaves of absence, and transportation of officers and employees in the Philippine civil service, and repealing Act Numbered Eighty, and all acts amendatory thereof.

By authority of the United States, be it enacted by the Philippine Commission, that:

SECTION 1. The required office hours of all bureaus and offices in the Philippine civil service shall be fixed by executive order, but they shall not be less than six and one-half hours of labor each day, not including time for lunch and exclusive of Sundays and of days declared public holidays by law or executive order: *Provided*, That when the nature of the duties to be performed or the interests of the public service require it, officers and employees may, by direction of the head of the bureau or office, be required to work on Sundays and holidays without additional compensation unless otherwise specifically authorized by law. It shall be the duty of heads of bureaus or offices to require of all employees, of whatever grade or class, not less than the number of hours of labor authorized by law or executive order, but the head of any department, bureau, or office may, in the interests of the public service, extend the daily hours of labor therein specified for any or all of the employees under him, and in case of such extension it shall be without additional compensation unless otherwise provided by law: *Provided, however*, That during the heated term from the first day of April to the fifteenth day of June in each year and on Saturdays throughout the year

the civil governor may, by executive order, reduce the required number of hours of labor on each day to five hours. This executive order shall not oblige the head of a department, bureau, or office in the Philippine civil service to reduce the hours of labor to five hours, but it shall be within his discretion to reduce the number of hours if consistent with the needs of the public service; nor shall this provision be regarded as conferring a right upon officers or employees. This reduction of the required hours of labor shall not apply to the officers or employees of any bureau or office to whom an overtime wage is allowed and paid. The length of sessions of the courts shall be regulated by existing law, but the provisions of this act shall apply to all officers and employees in the bureau of justice except judges. The number of hours for the daily sessions of the public schools shall be fixed by the secretary of public instruction, but they shall not be less than five hours a day.

SEC. 2. (a) After at least two years' continuous, faithful, and satisfactory service, the civil governor or proper head of a department shall, subject to the necessities of the public service, and upon proper application therefor, grant each regularly and permanently appointed officer or employee in the civil service, insular or provincial, or of the city of Manila, except as hereinafter provided, accrued leave of absence with full pay, inclusive of Sundays, and of days declared public holidays by law or executive order for each year of service in accordance with the following schedule: An employee receiving an annual salary of less than nine hundred dollars shall be granted twenty days' leave; an employee receiving an annual salary of from six hundred to nine hundred dollars with board and quarters, and an officer or employee receiving an annual salary of nine hundred dollars or more, but less than one thousand eight hundred dollars, shall be granted thirty days' leave; an officer or employee receiving an annual salary of one thousand eight hundred dollars or more shall be granted thirty-five days' leave. Leave shall accrue while an officer or employee is on duly authorized leave of absence with pay.

(b) If an officer or employee elects to postpone the taking of any or all of the leave to which he is entitled under this section, such leave may accumulate until January first, nineteen hundred and five, after which date no person shall at any time have to his credit more than the accrued leave allowed for five years' service, and if his salary changes he shall receive the same amount of leave and pay as if he had taken the leave while receiving the salary at which it accrued.

(c) An officer or employee who has served in the islands for three years or more, or two years if appointed under the provisions of Act Numbered Eighty, as amended, and who has accumulated to his credit the accrued leave allowed for two full years, may be granted permission to visit the United States: *Provided*, That such permission shall not be granted oftener than once in every three years.

(d) A person in the teaching service shall not be granted accrued leave in accordance with the schedule provided in this section, but in lieu thereof he may be granted leave on full pay during vacation periods, with permission to spend a vacation period in the United States not oftener than once in every three years.

(e) In case an officer, teacher, or other employee is granted leave to visit the United States, he shall be allowed, with half pay in addition to the leave granted, sixty days for the time occupied by him in going to and returning from the United States if he is serving in Manila, and if serving in the provinces sixty days plus the actual and necessary time consumed from date of departure from station to date of departure from Manila, and on returning, from date of arrival at Manila to date of arrival at station, such half salary to be paid on return to duty. On the completion of two years of continuous, faithful, and satisfactory service after returning to the islands from leave of absence to visit the United States granted for three or more years' service, he shall be allowed his actual and necessary traveling expenses from his place of residence in the United States to Manila if he come by the route and steamer directed.

(f) Semiskilled and unskilled laborers, temporary and emergency employees, persons receiving a daily wage or salary, persons enlisted for a term of years, persons in the United States civil service who are paid in whole or in part from insular funds, and persons who receive compensation for official duties performed in connection with private business, vocation, or profession, such duties requiring only a portion of their time, shall not be entitled to the leave provided in this section.

(g) The provisions of this section shall be retroactive in effect so as to entitle officers and employees of the Philippine civil service, whether serving as such by regular appointment or by detail from the Army, the Navy, or the civil service of the United States, previous to the passage of this act, to any accrued leave to which they would have been entitled had Act Numbered Eighty, as amended, been applicable to them at the date of their employment or detail, computing the leave in the case of an officer on the basis of the salary and allowances received while on detail, and in the case of

an enlisted man on the basis of first salary received in the Philippine civil service. No application for leave of absence presented by an officer or employee who has heretofore resigned without applying for leave shall be considered if presented after July first, nineteen hundred and four, or by an officer or employee who resigns after January first, nineteen hundred and four, if his application is not presented within six months of the date of the acceptance of his resignation.

SEC. 3. After at least six months' continuous, faithful, and satisfactory service the civil governor or proper head of a department may, in his discretion, grant each officer or employee entitled to the accrued leave provided in section two of this act in addition to such accrued leave, vacation leave of absence with full pay, inclusive of Sundays and of days declared public holidays by law or Executive order, for each calendar year of service, in accordance with the following schedule: An employee receiving an annual salary of less than one thousand dollars may be granted twenty-one days' vacation leave; an officer or employee receiving an annual salary of one thousand dollars or more may be granted twenty-eight days' vacation leave. Vacation leave must be taken within the calendar year in which it is earned. The vacation leave provided for only one calendar year may be allowed in connection with accrued leave granted with or without permission to visit the United States. In cases of resignation vacation leave shall not be allowed in addition to accrued leave. All applications for vacation leave shall be made on a form prescribed by the Philippine civil service board: *Provided, however,* That in case vacation leave has not been taken during the calendar year, the same may be enjoyed during the first two months of the succeeding calendar year without impairing the right to the full vacation period for the succeeding year.

SEC. 4. (a) Absence from duty of teachers, due to illness, shall be charged against their vacations, and with the consent of the secretary of public instruction they may remain on duty during vacations for a period equal to that lost on account of illness, in which case no deduction of pay shall be made on account of absence caused by illness.

(b) Absence of other regularly and permanently appointed officers and employees in the Philippine civil service on account of illness shall be charged first against vacation leave and then against accrued leave, until both are exhausted, when further absence shall be without pay.

(c) Payment of salary to an officer or employee for any absence during his first six months of service properly chargeable to vacation leave, or during his first two years of service properly chargeable to accrued leave, shall be withheld until such leave may properly be taken under the provisions of section two or three of this act: *Provided, however,* That in case of absence due to illness the civil governor or proper head of department may direct that payment for such absence be not withheld if not in excess of the vacation and accrued leave to his credit. In case absence is on account of wounds or injuries incurred in the performance of duty and extends beyond the vacation leave to his credit, the civil governor or proper head of department may direct that such further absence shall be on full pay. If the absence caused by illness, wounds, or injuries shall exceed six months in any twelve months, the officer or employee shall be immediately separated from the service.

SEC. 5. If a regularly appointed officer or employee in the Philippine civil service who has rendered faithful and satisfactory service shall die while in the service, the unused accrued leave that might have been granted at the time of death shall be determined, and the salary equivalent of the accrued leave shall be paid to the person or persons entitled by law to receive the same.

SEC. 6. Whenever upon the resignation or death of an officer or employee it is necessary to the interests of the public service that the position occupied by him shall be immediately filled, the civil governor or proper head of department may direct that all accrued leave granted him be commuted from the funds of the government, insular or provincial, or of the city of Manila, in which he was serving at the time of his resignation or death. If he was in the service of the insular government, payment shall be made by settlement warrant from the insular salary and expense fund; if he was in the service of the city of Manila, payment shall be made by settlement warrant from the salary and expense fund of the city of Manila, and if he was in the service of a province, the provincial board of such province is hereby authorized, upon direction of the civil governor as above provided, to commute from the provincial funds the accrued leave of absence granted such officer or employee. If there is no urgent necessity for filling the position at once, payment for the accrued leave granted shall be made from the salary appropriated for the position last filled by him.

This section shall be retroactive in effect so far as necessary to authorize, in cases now pending, the procedure herein provided.

SEC. 7. All applications for accrued leave of absence shall be made on a form prescribed by the civil service board, and shall first be acted upon by the chief of the

bureau or office, and by him submitted to the civil service board for its recommendation. The application shall then be forwarded by the board to the head of the department in which the applicant is employed for his final decision, except in respect to those bureaus or offices not under any department, in which cases the recommendations of the board shall be forwarded to the civil governor for his final decision.

SEC. 8. The civil governor is authorized to promulgate executive orders regulating the method of enforcing the provisions of this act, including the withholding of salary for leave granted.

SEC. 9. The appointment of all persons residing in the United States to the Philippine civil service, whether by transfer from the United States civil service or otherwise, shall be subject to the following conditions:

(a) A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the place of his residence in the United States to Manila: *Provided*, That if any part of his traveling expenses is borne by the government of the Philippine Islands, ten per centum of his monthly salary shall be retained until the amount retained is equal to the amount borne by the government: *And provided further*, That if he shall come by the route and steamer directed his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

(b) He shall be allowed half salary from the date of embarkation and full salary from the date of his arrival in the islands: *Provided*, That he proceed directly to the islands; otherwise, he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further*, That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

(c) A person residing in the United States accepting an appointment to a position in the civil service of the government of the Philippine Islands, under the conditions named in this act, shall, before receiving such appointment, execute a contract and deliver it to the chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the government of the Philippine Islands for at least two years, unless released by the civil governor or proper head of a department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and who has violated the conditions of his contract or been removed for cause, and shall debar such person from ever entering again the public service of the Philippine government in any of its branches. In such case an action shall lie for the recovery of the amount expended by the Government in bringing the employee to the Philippine Islands.

(d) Irrespective of leave granted, a regularly appointed officer or employee who has rendered continuous, faithful, and satisfactory service for three years or more after arrival in the Philippine Islands shall, upon his retirement from the service, be allowed half salary for thirty days in addition to full salary for the period which may be granted him as leave of absence under the provisions of this act; and if appointed prior to the passage of this act, he shall also be furnished transportation from Manila to San Francisco, or transportation of equal cost to the Government by any other route.

SEC. 10. The provisions of this act shall not apply to judges of the supreme court, the courts of first instance, the court of land registration, and the court of customs appeals, but their leaves of absence and traveling expenses shall be governed by existing law or such law as may be hereafter enacted.

SEC. 11. All special contracts made with appointees of the Philippine civil service prior to the passage of this act shall remain unaffected by the terms and provisions of this act.

SEC. 12. Act Numbered Eighty and all amendments thereof, and all other acts or parts of acts in conflict with the provisions hereof, are hereby repealed: *Provided, however*, That all leaves of absence accruing prior to January first, nineteen hundred and four, shall be computed under the schedule provided in section two of said Act Numbered Eighty, as amended.

SEC. 13. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 14. This act shall take effect on its passage, but its provisions shall be retroactive and effective as of January first, nineteen hundred and four.

Enacted, January 12, 1904.

CIVIL SERVICE RULES.

In the exercise or power vested in him by Act No. 5, as amended, entitled "An act for the establishment and maintenance of an efficient and honest civil service in the Philippine Islands," and by Act No. 1040, entitled "An act regulating the hours of labor, leaves of absence, and transportation of officers and employees in the Philippine civil service, and repealing Act No. 80 and all acts amendatory thereof," and impliedly by Act No. 25, as amended, entitled "An act providing for the appointment and removal of subordinate officers and employees in certain departments and bureaus of the government of the Philippine Islands," the civil governor hereby approves and promulgates the following civil service rules, prepared and certified by the Philippine civil service board, and revokes all rules and executive orders heretofore issued in connection with the above-mentioned Acts of the Philippine Commission.

RULE I.—*General provisions and definition of terms.*

1. The board shall have authority to prescribe such regulations in pursuance of and in execution of these rules as are not inconsistent therewith, and shall prescribe blank forms for all applications, examinations, certifications, reports, records, and returns received under these rules and the regulations made in pursuance thereof.

2. Except as provided therein, the first 11 rules apply to the classified service only; the remaining rules have a general application to both the classified and the unclassified service.

3. The several terms hereinafter mentioned, wherever used in these rules, shall be construed as follows:

(a) The term "board" refers to the Philippine civil service board.

(b) The term "grade" refers to a number of positions or employees arranged in a group upon the basis of the duties performed, without regard to the salaries received.

(c) The term "class" refers to a number of positions or employees arranged in a group upon the basis of the salaries received, without regard to the duties performed.

(d) Whenever the term "officers" is used it shall be understood to refer to civil officers employed in, or military officers detailed to, the Philippine civil service.

(e) The term "classified service" includes all positions in the Philippine civil service not excepted by the civil service act, as amended.

(f) All printed forms mentioned in these rules refer to forms of the Philippine civil service board.

RULE II.—*Applications for examinations.*

1. No applicant shall be admitted to competitive examination who has not taken the oath of allegiance to the United States and who is not a citizen of the United States, a native of the Philippine Islands, an honorably discharged soldier, sailor, or marine of the United States, or a person who has under and by virtue of the treaty of Paris acquired the political rights of natives of the islands.

2. Every applicant for examination must furnish information as to his citizenship, nativity, age, education, and physical capacity, and such other information tending to show his qualifications or disqualifications for the service, as may be required by the board.

3. No applicant shall be admitted to examination or be appointed in the United States to this service originally, by reinstatement or by transfer, until he has been thoroughly examined by a competent physician and found to be physically qualified for efficient service in the Philippine Islands. A physical and medical examination may, in the discretion of the board, be required of applicants for examination in the Philippine Islands.

4. No applicant shall be admitted to examination in the Philippine Islands until he has furnished evidence satisfactory to the board of his loyalty to the supreme authority of the United States of America in these Islands.

5. No application for examination shall be accepted from any person serving in the Army, the Navy, or the Marine Corps of the United States unless written consent of the proper military, naval, or marine authority under whom such person is serving is filed with his application.

6. No application for examination for entrance into the classified service shall be accepted from any applicant who is under 18 or over 40 years of age: *Provided*, That in the interest of good administration the board, with the concurrence of the civil governor or proper head of a department, may by regulation determine the age limi-

tations within the maximum and minimum limits herein specified, and confine competition for such positions to persons who meet the requirements as to age: *And provided further*, That whenever in the discretion of the board the needs of the service require it, the age limitations named herein may be extended for any particular kind of examination.

7. The board may, in its discretion, refuse to examine an applicant, or to certify or attest an appointment of an eligible, who is physically unfit for the performance of the duties of the position to which he seeks appointment; or who has been guilty of a crime, or of infamous, notoriously disgraceful, or immoral conduct, drunkenness, or dishonesty; or who has been dismissed from the service for other delinquency or misconduct within one year next preceding the date of his application; or who has intentionally made a false statement in any material fact, or practiced or attempted to practice any deception or fraud in securing his examination, registration, or appointment. Any of the foregoing disqualifications shall be good cause for the removal of the person from the service after his appointment.

8. No application shall be accepted for examination to test fitness for a position which belongs to one of the recognized mechanical trades unless it shall be shown that the applicant has served as apprentice or as journeyman, or as apprentice and journeyman, at said trade for such periods as the board may prescribe.

RULE III.—*Examinations.*

1. Examinations of a suitable and practical character, absolutely impartial, and involving such subjects and tests as the board may determine, shall be held to ascertain the relative capacity and fitness of applicants for the positions to which they seek to be appointed.

2. Whenever the board shall find, after consultation with the head of the proper department, bureau, or office, that a knowledge of both the Spanish and the English languages is essential to an efficient discharge of the duties of a position to be filled, the board shall test English-speaking applicants as to their knowledge of the Spanish language, and Spanish-speaking applicants as to their knowledge of the English language.

3. No person shall be appointed to, or employed in, any classified position unless he shall have passed the examination provided therefor, or unless he is specially exempt from such examination by the provisions of the civil service act and rules.

4. No noncompetitive examination shall be held except—

(a) When applicants fail to compete after due notice has been given of an open competitive examination.

(b) To test fitness for promotion.

(c) To test fitness for reinstatement or transfer.

(d) To test fitness for positions requiring professional, technical, or scientific qualifications when, in the judgment of the board, it is not practicable to hold a competitive examination.

(e) To test fitness for positions of skilled workmen, mechanics, or artisans.

5. Examinations in the Philippine Islands shall be held in Manila and in the provinces upon such dates as the board may deem best for the interests of the service and the convenience of applicants, and examinations in the United States will be held under the auspices of the United States Civil Service Commission at the request of the board.

6. The board shall appoint such examining committees or special examiners as it may deem necessary from officers and employees in the Philippine civil service: *Provided*, That if the head of any bureau in Manila shall object to the appointment of any officer or employee of his bureau as a member of an examining committee, or as a special examiner, such appointment shall be subject to the approval of the civil governor or proper head of a department. The members of examining committees and special examiners are examiners of the board, and shall perform such duties as the board may direct in connection with examinations, investigations, appointments, and promotions, and in the performance of such duties they shall be under the direct and sole control and authority of the board. The duties performed by members of examining committees and special examiners shall be considered part of the duties of the office in which they are serving, and time shall be allowed for the performance of such duties during the office hours of said office.

7. All officers of the Philippine civil service shall facilitate the examinations of the board, and officers having the custody of public buildings at places where such examinations are to be held shall for this purpose permit and arrange for the use of suitable rooms under their charge and for furnishing and lighting the same when required.

RULE IV.—*Rating of papers and eligibility.*

1. Examination papers shall be rated according to their excellence on a scale of 100, and the subjects of each examination shall be given such relative weights as the board shall prescribe. After a competitor's papers have been rated he shall be duly notified of the result thereof by the board or by the head of his bureau or office at the request of the board.

2. Every competitor who attains a general rating of 70 or over shall be eligible to appointment, subject to the provisions of these rules, to the position for which he was examined, and the names of eligibles shall be entered in the order of their general ratings, without regard to the date of examination, on the proper register of eligibles.

3. The period of eligibility shall be one year from the date on which the name of the eligible is entered on the register, but this period may be extended if, in the discretion of the board, the needs of the service warrant it: *Provided*, That in case an eligible shall be mustered into the military or naval service of the United States at a time when the United States is engaged in war or in suppressing an insurrection, his period of eligibility shall, under such conditions as the board may prescribe, be considered as suspended during the time he is serving in the Army or the Navy of the United States: *And provided further*, That the eligibility to appointment of any person resulting from examinations held only in the Philippine Islands shall be suspended during the absence of such person from the Philippine Islands.

RULE V.—*Certifications.*

A vacancy in a classified position, if not filled by promotion, reduction, transfer, or reinstatement, or through noncompetitive examination, shall be filled under the following provisions:

1. The appointing officer shall make requisition upon Form No. 9 for the names of eligibles for the position vacant, specifying the duties of the position, and the board shall certify to said officer from the proper register the three names at the head thereof which have not been three times certified to the office or branch of the service in which the vacancy exists: *Provided*, That certification for temporary appointment shall not be counted as one of the three certifications to which an eligible is entitled: *And provided further*, That whenever the request for certification, or any law, rule, or regulation, shall call for persons of one sex, those of that sex shall be certified; otherwise, sex shall be disregarded in certification.

2. The appointing officer shall select one of the three names certified, and if at the time of selection there are more vacancies than one he may select more than one name: *Provided*, That if an appointing officer shall object to an eligible certified, stating that because of disloyalty, physical defect, mental unsoundness, or moral or other disqualification particularly specified in section 7 of Rule II, such eligible would be unsuitable for the position to be filled, and if said officer shall support such objections with evidence satisfactory to the board, certification shall be made of the eligible on the register whose rating is next below those already certified in place of the one to whom objection is made and sustained.

3. In making selections from certifications of eligibles by the board, appointing officers shall, when other qualifications are equal, prefer:

First. Natives of the Philippine Islands.

Second. Honorably discharged soldiers, sailors, and marines of the United States.

4. The board, whenever practicable, shall forward to the appointing officer in connection with each certification the application and examination papers of the persons certified, and said officer may summon personally before him the eligibles certified and make such inquiries of them as he may think proper. The papers forwarded by the board to the appointing officer for his information shall be returned to the board with notice of selection on Form No. 18.

5. Whenever a person residing in the Philippine Islands or in the United States is selected for appointment to the classified civil service, the appointing officer shall notify the board and the board shall notify the appointee. Upon his reporting for duty, the appointing officer shall immediately forward to the board probationary appointment on Form No. 33; such appointment is not to be made effective prior to the date upon which the appointee actually enters upon the performance of his duties. If the eligible was provisionally appointed in the United States, his regular appointment will be effective the day following the date of his actual landing in the Philippine Islands, provided he reports immediately at the office of the board, and leave shall not accrue prior to date of regular appointment. At the expiration of the pro-

bationary period of six months, if his conduct and capacity are satisfactory to the appointing officer, his retention in the service shall be equivalent to his absolute appointment; but if his conduct and capacity be not satisfactory he may at any time during, or at the expiration of, his probationary period be notified by the appointing officer that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification, without other formality, shall discharge him from the service. Full report of the cause of the discharge shall be made to the board. A probationer may be reduced in class or grade at any time during or at the expiration of his probationary period by a notification of reduction from the appointing officer, without other formality; in such case the appointing officer shall immediately forward to the board new appointment on Form No. 33, accompanied by a full statement of the cause of the reduction. The name of a probationer who has been separated from the service without delinquency or misconduct may be restored to the register of eligibles, in the discretion of the board, for the remainder of his period of eligibility.

6. An eligible may waive certification or decline appointment without losing his position on the register upon furnishing reasons satisfactory to the board, but without such action his name shall be dropped from the register upon his declination of an appointment. No eligible shall have the right to decline an appointment from the same register more than twice.

7. Certification for original appointment shall, whenever practicable, be made to the lowest class in a grade, but a vacancy in a position in any class requiring the exercise of special, technical, or professional knowledge may be filled by original appointment.

8. When two or more eligibles have the same rating, precedence in certification shall be determined in accordance with section 3 of this rule, if applicable; otherwise, by the order in which their applications were filed.

9. All appointments of persons residing in the United States, as well as those residing in the Philippine Islands, to positions in the classified civil service shall be made through the civil service board in strict accord with the rules and regulations prepared by the board, and the same procedure shall be followed in making selections for appointment in the United States as is followed in making selections in the Philippine Islands. Official correspondence by cable or letter with or relating to prospective appointees residing in the United States must be transmitted through the board for appropriate action.

RULE VI.—*Temporary service.*

1. Whenever there are fewer than three eligibles upon a register, the appointing officer may appoint provisionally the one eligible, or one of the two eligibles, certified, in the same manner as if three eligibles had been certified; but if he elects not to make probationary appointment from such certification, he shall select for temporary appointment the one eligible, or one of the two eligibles, if either will accept such temporary appointment. Temporary appointment made from an eligible register as provided in this section may continue until such temporary appointee is given probationary appointment or until the board certifies three eligibles, when probationary appointment must be made.

2. Whenever there are no names of eligibles upon a register for any grade in which a vacancy exists, and the public interests require that it shall be filled before eligibles can be provided, such vacancy may, subject to the *antecedent* approval of the board, be filled by the employment without examination of a person for such time as will enable the board to provide one or more eligibles. Such temporary employment shall expire when the board shall certify an eligible who accepts either temporary or probationary appointment.

3. Whenever an emergency shall arise in the provinces requiring that a vacancy shall be immediately filled before eligibles can be certified or temporary employment authorized by the board, the appointing officer shall *first* make requisition for a certification of eligibles, and pending the certification of eligibles such vacancy may be immediately filled by the appointing officer through emergency employment, to continue for such time only as may be required for the appointment of an eligible, or for the authorization of temporary employment by the board. It shall be the duty of every appointing officer to report at once to the board, giving reasons for such emergency employment and to obtain authority therefor.

4. Whenever the work to be done is, in the judgment of the board, temporary in character, the board may authorize temporary employment without examination, which employment may continue until the completion of the work.

RULE VII.—*Reinstatements.*

Any person who has been regularly appointed to a position in the classified civil service, and who has through no delinquency or misconduct been separated therefrom, may, if no good reason to the contrary appears, upon the requisition of the proper officer on Form No. 8 and the certificate of the board, be reinstated to a vacant position of a class not higher than that from which he was separated, under the conditions named below. The last two sections of this rule apply to the unclassified as well as to the classified service.

1. If the person regularly entered the classified service without examination, a noncompetitive examination may be required, in the discretion of the board, prior to reinstatement.

2. If for original entrance to the position proposed to be filled by reinstatement there is required, in the opinion of the board, an examination essentially higher than, or different from, the examination for original entrance to the position previously held by the person whose reinstatement is proposed, a noncompetitive examination may be required prior to reinstatement.

3. A person who has served six months or less in the Philippine civil service may be reinstated as a probationer within a period of six months following his separation from the service under the former appointment; a person who has served more than six months but less than two years, and who has received absolute appointment, may be reinstated within one year; a person who has served two years, but less than three years, may be reinstated within two years; a person who has served three years, but less than four years, may be reinstated within three years; a person who has served four years, but less than five years, may be reinstated within four years; and a person who has served five years or more may be reinstated within five years from the date of his separation from the service.

4. Subject to the other conditions of these rules, any person whose separation from the civil service was caused by his enlistment or acceptance of a position in the active military or naval service of the United States, and who was honorably discharged therefrom, may be reinstated without regard to the length of time he has been separated from the civil service.

5. A person in the United States who resigned from the Philippine classified or unclassified civil service before having rendered three years' service in the Philippine Islands, and who is reinstated in either of said services, shall not be entitled to the half salary and traveling expenses provided by law for persons residing in the United States who are appointed to the Philippine civil service.

6. No person separated from the Philippine classified or unclassified civil service before having served the full period prescribed by law or contract shall be allowed to reenter either of said services, until he shall have made good all loss caused by such separation and shall have refunded to the Government such proportion of the total expenses, if any, incurred by it by reason of his appointment, including salary and traveling expenses prior to the date he actually entered upon the duties of his position, as the time he failed to serve is to the time required by said law or contract, and then only on the approval of the head of the department from which he was separated. All amounts so refunded to the insular government shall be paid to the disbursing officer of the executive bureau, and by him deposited in the insular treasury as general funds. Applications of such persons for reentrance to the service should be made through the board.

RULE VIII.—*Transfers.*

1. A person in any bureau, office, or branch of the service may be transferred within the same bureau, office, or branch of the service upon any test of fitness, not disapproved by the board, which may be determined upon by the appointing officer, subject to the limitations of the proviso of section 2 of this rule.

2. A person who has received absolute appointment may, upon the completion of Form No. 7 by the heads of the bureaus or offices interested, and the certificate of the board, be transferred from a position in one bureau, office, or branch of the service to a position in another bureau, office, or branch of the service: *Provided*, That such transfer shall not be made without examination to a position if for original entrance to such position there is required under these rules an examination essentially higher than, or different from, the examination required for original entrance to the position from which transfer is proposed.

3. No transfer shall be made of a person from any position in the unclassified service to a position in the classified service: *Provided*, That a person who has by promotion or transfer from the classified service entered the unclassified service, and

has served continuously therein from the date of said promotion or transfer, may be retransferred to the classified position from which he was transferred or to any position to which transfer could be made therefrom.

4. Any person who has been transferred from one classified position to another classified position may be retransferred to the position in which he was formerly employed, or to any position to which transfer could be made therefrom, without regard to the limitations of these rules.

5. A person in the classified service of the Federal Government of the United States may be transferred to any position in the Philippine classified service, subject to the conditions of these rules with respect to age limitations and examinations, and when an examination is required previous to such transfer the board may accept such tests of fitness as may be made upon its request by the United States Civil Service Commission.

6. An officer or employee occupying a competitive position in the Philippine classified civil service who has served three years or more therein may be certified for transfer to the Federal classified civil service, subject to the provisions of the United States Civil Service rules, and to the following requirements:

(a) Three years' continuous service in the islands without visiting the United States.

(b) Four years' continuous service in the islands, visiting the United States only once during this period.

7. No head of a bureau or office of the government of the Philippine Islands, or any subordinate officer or employee thereof, shall, directly or indirectly, invite, solicit, or even discuss with a subordinate officer or employee, classified or unclassified, permanent or temporary, of another bureau or office, or of the Army or the Navy of the United States in these islands, his appointment or transfer to the bureau or office of such head or subordinate, until the consent in writing is first obtained of the head of the bureau or office in which the desired officer or employee is a subordinate, or of the civil governor or proper head of a department, or of the officer of the Army or the Navy under whom he may be employed or serving.

RULE IX.—*Promotions.*

1. No vacancy in any position shall be filled by original appointment whenever there is in the bureau or office in which the vacancy exists any person in a position in a lower class or grade who is competent and qualified and is willing to be promoted to the existing vacancy.

2. In providing regulations and competitive examinations for promotion the board shall give due weight to the previous experience and efficiency of officers and employees, and shall introduce such tests of fitness as it may deem proper after consultation with the heads of the different bureaus, offices, or branches of the service in which promotion examinations may be held for the purpose of determining the relative efficiency of officers and employees.

3. In each department, bureau, office, or branch of the service, the board may, subject to the proviso contained in section 6 of Rule III, designate a promotion examining committee of not less than three persons. The members of the committee shall perform such duties with respect to promotions and promotion examinations as the board may direct, in the performance of which duties they shall be under the sole control and authority of the board.

4. There shall be kept in each office, on forms prescribed by the board for that purpose, a comparative record from which the relative efficiency of employees may be determined. Among the elements of efficiency to be considered are quantity of work or the amount performed, quality of work or the degree of its excellence, physical condition, habits, character, conduct, aptitude and adaptability, punctuality, and attendance. This record shall be at all times open to the inspection of the board. A report shall be made to the board semiannually on Form No. 54, on the first days of January and July, giving the comparative term and corresponding efficiency rating applicable to each person according to the following scheme:

Very superior: Indicating the highest degree of efficiency or excellence.....	95 to 100
Superior: Indicating a high degree of efficiency or excellence.....	85 to 94
Good: Indicating a degree of efficiency above the average.....	75 to 84
Fair: Indicating an ordinary degree of efficiency.....	70 to 74
Poor: Indicating inefficiency.....	Below 70

5. No recommendation of any person for promotion, whether verbal or in writing, shall be received or considered unless it be made by the officer or officers under whose

supervision he is or has been employed, and the presentation of any other recommendation shall be considered an unwarrantable interference with the public service.

6. Until the promotion regulations herein authorized have been promulgated by the board for any department, bureau, office, or branch of the service, and the board has notified such department, bureau, office, or branch of the service that it is prepared to conduct the promotion examinations authorized under the civil service act and rules, promotions therein may be made upon any tests of fitness not disapproved by the board which may be determined upon by the appointing officer: *Provided*, That pending the adoption of such regulations, in case of proposed promotion from one class to another class of an employee who has not entered the service through the examination prescribed for the class to which promotion is proposed, such employee shall be required to obtain an eligible rating in such prescribed examination taken noncompetitively, and the appointment by promotion thus made shall not become effective prior to the date of taking the examination in which an eligible rating is obtained.

7. Save in exceptional cases, promotion or increase of salary shall not be made during the first six months after the appointment of an officer or employee in either the classified or the unclassified service, nor more frequently than once in twelve months thereafter, nor more than one class at a time. The question of whether a case is or is not an exceptional one shall be determined by the civil governor or proper head of a department.

8. When a promotion is proposed by the head of a bureau or office and report on Form No. 3 or Form No. 54 is overdue, action on such proposed promotion shall be suspended pending the receipt of said report in proper form.

RULE X.—*Appointment and employment.*

1. All appointments to classified positions, except temporary appointments, whether original, by promotion, reduction, transfer, or reinstatement, must be made in accordance with the provisions of Act No. 25, as amended, on Form No. 33, and transmitted to the board for attestation or recommendation and by it forwarded to the civil governor or proper head of a department for approval or disapproval: *Provided*, That appointments made by the civil governor, by and with the advice and consent of the Philippine Commission, shall not be made on the form referred to herein and shall not require the attestation of the board.

2. The payment of any money on account of salary to any officer or employee in the classified service is not warranted prior to the receipt by the disbursing officer of notification from the head of the bureau or office that the appointment or employment of such officer or employee has been duly authorized as provided by the civil service act and rules.

3. No person appointed to any unclassified position shall be assigned to or employed in a position the duties of which are clerical, nor shall he be assigned to or employed in any other position in the classified service.

4. No person appointed to a position in the classified service shall, without the approval of the board, be assigned to or employed in a position of a grade or character not contemplated by the examination from the results of which appointment was made, except as provided in Act No. 408, as amended.

RULE XI.—*Procedure in reductions, separations, and suspensions.*

1. When the head of a bureau or office deems it necessary to recommend a regularly and permanently appointed subordinate officer or employee in the classified civil service for reduction in salary or compensation, he shall in writing notify the person affected of the proposed action and the grounds upon which such action is premised, and shall prescribe a reasonable period, which shall not be less than twenty-four hours, within which a written reply may be submitted if desired, together with any written evidence he may desire to submit. Upon receipt of the reply or after the expiration of the period within which such reply should have been submitted, the head of the bureau or office shall forward to the board a certified copy of the letter of notification and the reply and evidence, if any shall have been received. These papers shall be promptly forwarded to the civil governor or proper head of a department by the board, together with its recommendation in the case, for final action.

2. In case of proceedings to remove a regularly and permanently appointed subordinate officer or employee in the classified civil service for cause, the head of the bureau or office may suspend such person at once, if he deem that course necessary, and, in any event, shall in writing notify the person in interest that his removal for cause is to be recommended, and of the ground upon which such recommendation is

based, at the same time prescribing a reasonable period within which a written answer, supported by such written evidence as he desires to present, shall be submitted, such period to be not less than twenty-four hours after the actual receipt of the notification by the person recommended for removal. In the event of no response being received within the period prescribed, evidence of the receipt of the written notification, together with a certified copy of the same, shall be forwarded to the board. If reply has been received it shall be similarly forwarded, with a certified copy of the notification mentioned, together with any other evidence or papers in the case. The board shall promptly forward, with recommendation, all the papers in the case for final action. If such action be approval of the recommendation to remove for cause, the person affected shall be dropped from the rolls of the office as discharged on the day he was suspended, if suspension was made; otherwise his discharge shall be effective on the date of receipt by the head of the bureau or office in interest of the notification of approval by the civil governor or proper head of a department. Under no circumstances shall an officer or employee so construe the provisions of any law now in force as to authorize or require the official publication of the cause of removal of any person from the Philippine civil service in more specific terms than "for the good of the service."

3. In every instance of a tender of resignation by a regularly and permanently appointed subordinate officer or employee in the classified civil service, it shall be the duty of the officer authorized to act thereon to accept or decline to accept the same in writing, and if the resignation be accepted, to give him a letter stating clearly the character of the services rendered and whether or not, in the light of present information, a possible future application for reinstatement in the same bureau or office would be favorably considered. In the event of a statement to the effect that such application would not be favorably considered, reasons therefor shall be stated and the person in interest informed that he may, should he so desire, submit a written reply and such other written evidence as he may elect. When completed, certified copies or the originals of all the papers in the case shall be forwarded to the board; in case of objection to reinstatement, the papers will be forwarded by the board with its recommendation for review and final action. For obvious reasons no officer or employee should be continued in his position who could not be recommended for reinstatement were he to resign.

4. In cases of deduction from pay or suspension from duty without pay under the provisions of section 2 of Act No. 25, as amended, of a subordinate officer or employee in the classified or the unclassified civil service, the head of the bureau or office shall notify the person affected in writing of the action proposed and shall give him a reasonable period of time within which to submit a written answer, which shall be not less than twenty-four hours, supported by such written evidence as he desires to present. The papers in the case shall be forwarded to the board for recommendation and shall be transmitted by the board to the civil governor or proper head of a department for final action. The deduction from pay shall not be made nor shall the suspension from duty take place until the approval of the civil governor or proper head of a department has been obtained.

5. If any of the papers in the proceedings under this rule are written in Spanish, the head of the bureau or office shall furnish translations in English, whenever practicable, as well as the originals or certified copies thereof. All papers relating to the removal or resignation of subordinate officers or employees in the classified civil service shall be filed in the office of the board.

6. In all cases of removal or reduction of officers or employees in the unclassified service above the grade of semiskilled laborer, the head of the bureau or office shall furnish the board with a full statement of the cause of the removal or reduction. In cases of resignation when an application for reinstatement would not be favorably considered, the board shall be furnished with a full statement of the character of the services rendered and the reasons why application for reinstatement would not be favorably considered.

RULE XII.—*Prohibitions and penalties.*

1. No person in the Philippine civil service shall use his official authority or official influence to coerce the political action of any other person or body.
2. No officer or employee in the Philippine civil service shall discharge or promote or degrade or in any manner change the official grade or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding, or neglecting to make, any contribution of money or other valuable thing for any political purpose whatever.
3. No inquiry shall be made, and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, or of officers or employees in the matter of promotion,

and no discrimination shall be exercised, threatened, or promised against, or in favor of, any person employed, examined, or to be examined, because of his political or religious opinions or affiliations.

4. No recommendation of an applicant, competitor, or eligible involving any disclosure of his political or religious opinions or affiliations shall be considered by the board, by any examining committee or special examiner, or by any nominating or appointing officer.

5. No officer or employee shall engage in any private business, vocation, or profession, or be connected with any commercial undertaking, without written permission from the head of the bureau or office in which he is serving, and of the civil governor or proper head of a department. As a general rule, in any enterprise which involves the taking of time, this prohibition will be absolute in the case of those officers and employees whose remuneration is fixed on the assumption that their entire time is at the disposal of the government; if granted permission to engage in a business requiring time of applicant, copies must be furnished the board.

6. Discourtesy to private individuals or to government officers or employees, drunkenness, gambling, dishonesty, chronic or flagrant violation or neglect of duty, notoriously disgraceful or immoral conduct, physical incapacity due to immoral or vicious habits, incompetency, lending money at exorbitant rates of interest, willful failure to pay just debts, contracting loans of money or other property from merchants or other persons with whom the bureau of the borrower is in business relations, pecuniary embarrassment arising from reprehensible conduct, the pursuit of private business, vocation, or profession without permission in writing from the head of the bureau or office in which employed and of the civil governor or proper head of a department, disreputable or dishonest conduct committed prior to entering the service, or the willful violation by any person in the Philippine civil service of any of the provisions of the civil service act or rules, may be considered reasons demanding proceedings to remove for cause or to reduce in class or grade. No head of a bureau or office shall knowingly continue in the public service any subordinate officer or employee guilty of any of the above-named derelictions without submitting the facts through the board to the civil governor or proper head of a department.

7. In making removals or reductions, or in imposing other punishment, for delinquency or misconduct, penalties like in character shall be imposed for like offenses, and action thereon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

RULE XIII.—Official roster of officers and employees.

The board shall keep an official roster of all regularly and permanently appointed officers and employees in the civil service of the Philippine Islands above the grade of semiskilled laborer, and for the purpose of this roster each head of a bureau or office shall furnish to the board:

1. The necessary information in such form and manner as it may prescribe.
 2. A statement on Form No. 3 on the first day of each month of all changes, and the dates thereof, in the service under his control and authority, setting forth, among other things, the following: The name of every person appointed, reinstated, promoted, reduced, transferred, or separated from the service; the position to which an appointment or reinstatement is made; the position from which and the position to which a promotion or transfer is made; the position from which a separation is made, whether by removal, resignation, or death, and the compensation of every position from which or to which a change is made.

RULE XIV.—Employment of semiskilled and unskilled laborers.

The employment by the heads of bureaus or offices of semiskilled and unskilled laborers whose rate of compensation is less than \$360 per annum shall be subject to the following conditions:

1. They shall be employed according to priority in making application for employment, after proper inquiry as to their capacity to labor, their habits of industry and sobriety, and their honesty.

2. No consideration whatever shall be given to the political or religious opinions or affiliations of applicants for such employment, and selections shall, so far as practicable, be confined to natives of the islands.

3. Every applicant employed shall be required to take the oath of allegiance prescribed in section 16 of the civil-service act, and any laborer who is found to be disloyal to the United States of America as the supreme authority in these islands shall be immediately discharged from the service.

4. Laborers who may hereafter be removed from the service by reason of a reduction in force, or otherwise, and whose work and conduct are satisfactory, shall be furnished discharge cards certifying to such fact, and upon presenting such cards shall be preferred in subsequent employment as vacancies occur.

5. On the first day of each month the head of each bureau or office shall notify the board of the number of semiskilled and unskilled laborers employed, giving the rates of compensation of each grade.

6. No person appointed or employed as a semiskilled or unskilled laborer shall be assigned to or perform the duties of any position in the classified service.

RULE XV.—*Hours of labor.*

1. It shall be the duty of all heads of bureaus or offices in the Philippine civil service, insular, provincial, and municipal (Manila), to require of all subordinate officers and employees, except teachers, of whatever grade or class, not less than six and one-half hours of labor each day, not including time for lunch and exclusive of Sundays and of days declared public holidays by law or executive order, except that on Saturdays throughout the year and during the heated term from the 1st of April to the 15th of June the head of any department, bureau, or office may reduce the required number of hours of labor on each day to not less than five hours, but this reduction shall not apply to the officers or employees of any bureau or office to whom an overtime wage is allowed and paid. When the required daily hours of labor exceed five, at least an additional half hour must be allowed daily for lunch.

2. When the nature of the duties to be performed or the interests of the public service require it, the head of any department, bureau, or office may extend the daily hours of labor herein specified for any or all of the employees under him, and in case of such extension it shall be without additional compensation, unless otherwise provided by law. Officers and employees may be required by the head of the bureau or office to work on Sundays and public holidays also, without additional compensation unless otherwise specifically authorized by law.

3. Each head of a bureau or office shall require a daily record of attendance of all the officers and employees under him entitled to leave of absence or vacation (including teachers) to be kept on Form No. 48, and also a systematic office record showing for each day all absences from duty from any cause whatever. At the beginning of each month he shall report to the board on Form No. 3 all absences from any cause whatever, including the exact amount of undertime of each person for each day. Officers or employees serving in the field or on the water shall not be required to keep a daily record on Form No. 48, but monthly report of absences on Form No. 3 must be made.

RULE XVI.—*Leaves of absence.*

1. Except judges, all regularly and permanently appointed officers and employees of the Philippine civil service, insular, provincial, and municipal (Manila), including teachers, may be granted leave of absence or vacation in accordance with the provisions of Act No. 1040.

2. (a) Applications for accrued leave of officers and employees must be made in writing two weeks in advance, wherever possible, of the date on which the leave is desired to become effective, on Form No. 39, to the head of the bureau or office for recommendation and transmission through the board to the proper officer authorized to exercise executive control as contemplated in Act No. 222. The first indorsement on said form must be completed by the head of the bureau or office.

(b) In case of the death of an officer or employee the head of the bureau or office shall transmit through the board application on Form No. 39 for accrued leave due, and application on form No. 55, supported by medical certificate on Form No. 41, for vacation leave covering absence on account of illness immediately preceding death.

(c) When an officer or employee is separated from the civil service without prejudice, by resignation, death, or other cause, the money value of accrued leave granted, estimated in accordance with the provisions of Act No. 1040, may become immediately due and payable if the state of the appropriation from which his salary is payable warrants immediate payment. If the leave granted is commuted, payment therefor shall be made as provided by law; if the leave granted is not commuted, payment shall be made by the disbursing officer of the bureau or office from the unexpended balance for salaries and wages, and the position shall remain vacant for a period equal to the accrued leave granted.

(d) An officer or employee who applies for accrued leave which was earned at different rates of compensation shall be granted leave with pay at the salary he is last receiving for a period equaling in money value the period of accrued leave estimated

in accordance with the provisions of Act No. 1040, and he may be granted, if he so desires, such additional leave, without pay, as will give him the aggregate length of time on leave, with and without pay, as provided in the aforesaid act.

3. (a) All applications for vacation leave of absence for a period of one full day or more must be made on Form No. 55 five days in advance, wherever possible, and transmitted to the board immediately: *Provided*, That applications on this form for two days or less may be retained by the head of any bureau or office if so preferred by him and forwarded to the board on the first day of the following month as inclosures to monthly report on Form No. 3; when forwarded with Form No. 3, the first indorsement on Form No. 55 need not be completed. Applications for less than one day will not be made on this form. All absences, including fractions of a day, must be recorded on Form No. 48 and reported to the board monthly on Form No. 3. In case of illness or unavoidable absence from other cause notice must be immediately sent to the head of the bureau or office, and the application, containing a brief explanation of the cause of delay in filing, forwarded later.

(b) The vacation leave of an employee whose salaries during a calendar year embrace the two rates of vacation leave provided in the schedule of section 3 of Act No. 1040 shall be computed by allowing credit for the two rates in proportion to the part of the year served at each rate.

(c) When vacation leave is requested by any officer or employee (except a teacher) during his first six months of service from the date of original appointment the board shall state on the application the date on which payment for such leave may properly be made under the provisions of Act No. 1040, and, unless the civil governor or proper head of a department directs otherwise, on account of illness of the officer or employee, the head of the bureau or office shall require that payment for such leave be withheld until that date.

(d) Form No. 55 shall be used by teachers for all absences during school terms on account of illness or other cause, and the general superintendent of education shall require payment for such absences to be withheld until they have performed duty during vacation for a period equal to their absences from duty on account of illness, as required by Act No. 1040: *Provided*, That if the absences were due to illness the withholding of salary may be postponed to the beginning of the next summer vacation. Teachers in applying for permission to visit the United States shall use Form No. 55, which must be accompanied by a complete statement by the general superintendent of education of the service record and all absences from duty of the teacher.

(e) Applications of officers and employees for leave of absence on account of wounds or injuries incurred in the performance of duty, extending beyond the allowable vacation leave (par. c, sec. 4, Act No. 1040), must be made on Form No. 40, supported by medical certificate on Form No. 41, and evidence showing that the wounds or injuries were incurred in the performance of duty.

4. Payment for vacation leave for more than two days granted any officer or employee who has served less than two years shall be withheld until five days after his return to duty. When an officer or employee who has served more than two years is granted vacation leave (either alone or in connection with accrued leave) in excess of the accrued leave that may be due on expiration of the leave granted, payment for such excess leave shall be withheld until five days after return to duty. In either case, in the event that it shall appear during the first five days after return to duty from leave that it is not the intention of the officer or employee to continue in the performance of his duties any longer than to draw all back salary which may be due him, payment shall be withheld and full report thereof forwarded by the head of the bureau or office, through the board, to the civil governor or proper head of a department for action. If he fails to return to duty no payment for the leave withheld shall be made unless the failure to return is due to illness and payment is authorized by the civil governor or proper head of a department.

5. All absences of an officer or employee in excess of the vacation or accrued leave allowable shall be without pay, unless the civil governor or proper head of a department directs that payment for such absence be made, in accordance with paragraph c, section 4, of Act No. 1040, on account of the absence being due to illness of the officer or employee: *Provided*, That if an officer or employee was appointed in the last seven months of the calendar year he may be granted the proportionate vacation leave for the year, payment being withheld until the leave is properly due under the provisions of Act No. 1040. At the expiration of the first two years of service the officer or employee may make written application covering the period for which pay was withheld. This application shall be forwarded by the head of the bureau or office, with his recommendation, through the board to the civil governor or proper head of a department, who may direct that payment be made, if funds are available, and that the absence be charged against accrued leave.

6. If an officer or employee is separated from the service by resignation or otherwise after having taken vacation leave in excess of that proportion due for the part of the calendar year served by him, such excess vacation leave shall be charged against his salary or accrued leave: *Provided*, That if the vacation leave was allowed on account of illness of the officer or employee, the civil governor or proper head of a department may direct that no deduction be made from his salary or accrued leave for such excess vacation leave previously allowed.

7. An officer, teacher, or other employee appointed under the provisions of Act No. 1040 who is separated from the service by resignation or otherwise before having served two full years in the islands shall not be allowed any leave on separation.

8. (a) The resignation of a teacher who has served in the islands two full school years or more may be accepted at the end of a school year and he may be allowed the vacation current: *Provided*, That the total vacation enjoyed by him shall not exceed twelve weeks for every forty weeks actually taught.

(b) As a rule the resignation of a teacher will not be accepted prior to the termination of the school year: *Provided*, That if for illness or other urgent necessity the resignation of a teacher who has served in the islands more than two years is accepted by the secretary of public instruction without prejudice prior to the termination of the school year, he may be allowed salary for one week's vacation for every month actually taught by him since the preceeding summer vacation, any absence chargeable to vacation to be deducted from this allowance; but the total vacation enjoyed by him shall not exceed twelve weeks for every forty weeks actually taught. Vacation may be allowed to the estate of a teacher who dies on the same basis as to a teacher whose resignation is accepted on account of illness.

9. In every case where action by the civil governor or head of a department is contingent upon illness of an officer or employee, evidence of illness must be submitted on Form No. 41, except where a teacher applies for permission to make up, during vacation, time lost from duty on account of illness; if the illness was due to immoral or vicious habits, favorable action will not be taken.

10. When an application for leave is received by the board and report on Form No. 3 is overdue, action on such application may be suspended pending the receipt of such report in proper form.

11. Absence on Saturday shall be counted as absence for one full day. A Sunday or a holiday occurring at the beginning or at the end of a period of accrued or vacation leave shall not be considered as a day chargeable to leave. Leave of absence for any reason other than serious illness must be contingent upon the necessities of the service.

12. Officers or employees on leave of absence shall report to the heads of their respective bureaus or offices at the end of each month by registered mail their post-office addresses for the ensuing month, and shall promptly report in a similar manner and in sufficient detail every unexpected and unavoidable delay which may have occurred during the period contemplated by their leave of absence. Absence from duty at station in the Philippine Islands after the expiration of the leave due shall be without pay.

13. No officer or employee in the Philippine civil service shall be dropped from the rolls of his office for unexplained absence in the United States until at least forty days after the expiration of the period of absence contemplated by the leave granted.

14. (a) All officers and employees who are granted leave of absence for the purpose of visiting the United States and who contemplate returning to duty upon the expiration of such leave of absence shall, before leaving the islands, make application to the executive secretary for transportation returning to Manila. In each application the date of the expiration of leave of absence and the post-office address of the applicant while in the United States must be stated.

(b) Immediately upon reaching the United States remittance covering cost of return transportation must be made to the chief of the Bureau of Insular Affairs, War Department, Washington, District of Columbia, with a statement of the date on which the applicant desires to leave the United States. All subsequent communications regarding return transportation and prompt report of any changes occurring in the applicant's post-office address must also be directed to the chief of the Bureau of Insular Affairs, and a duplicate copy of each such communication mailed at the same time to the head of the bureau or office interested.

(c) An officer or employee entitled to traveling expenses from his place of residence in the United States to Manila under the provisions of sections 2 or 9 of Act No. 1040 shall file with the auditor for the Philippine Islands his expense account within thirty days, if possible, after arrival at Manila.

LUKE E. WRIGHT,
Civil Governor.

MANILA, P. I., September 1, 1904.

GENERAL REGULATIONS GOVERNING PROMOTIONS BY COMPETITIVE EXAMINATIONS.

1. In pursuance of the requirements of section 6 of the civil service act and in conformity with civil service Rule IX approved and promulgated by the civil governor September 1, 1904, the following regulations governing promotions through competitive examination in the Philippine civil service are hereby prescribed by the Civil Service Board:

2. No person shall be promoted as a result of competitive promotion examination until after the expiration of his probational appointment.

3. In examinations for promotion, a suitable weight shall be given to a knowledge of both the English and Spanish languages or to a knowledge of the English language and one or more of the native languages, whenever in the opinion of the board a knowledge of such languages is useful in the position to which promotion is sought. The object of this regulation is to give preferment in examinations for promotion, other things being equal, to employees speaking the Spanish language or any of the native languages, who have increased their efficiency and usefulness by acquiring a knowledge of the English language; and also to give preferment in examinations for promotion, other things being equal, to employees speaking the English language who have increased their efficiency and usefulness by acquiring a knowledge of the Spanish language or any of the native languages.

4. Examinations for promotion shall be held at such times as in the opinion of the board the needs of the service shall require. Due notice of such examinations shall be posted in the office of the board and in the bureaus and offices in which promotion examinations are to be held, specifying the date and character of the examinations and stating who are eligible therefor.

5. Each competitor in an examination for promotion shall be rated on a scale of 100, and a competitor who fails to attain a general rating of 70 in the entire examination, or who is rated below 70 in efficiency, shall not be eligible for promotion. A competitor who makes less than a general rating of 60 on the subjects of the examination other than efficiency shall not be given the benefit of his efficiency rating in determining his general rating in the whole examination.

6. There shall be kept in the office of the civil service board registers of persons eligible for promotion in each bureau, office, or branch of the service for which examinations are held, showing the rating or standing of each person examined.

7. All vacancies above those in the lowest class of any grade, if not filled by reinstatement, transfer, or reduction, shall be filled by promotion from the next lower class, subject to the provisions of Rules IX and X of the civil service rules. When a vacancy occurs in any class in a bureau, office, or branch of the service, the board shall certify for promotion the highest three eligibles, or two if there be not so many as three eligibles, in the next lower class in said bureau, office, or branch of the service, and from the certification selection shall be made by the appointing or nominating officer: *Provided*, That if it be found that there are not two persons eligible for promotion in the class next below that in which the vacancy exists, or if a vacancy occurs in a position requiring exceptional or technical qualifications not possessed by any eligible in the next lower class, then the board, after such tests of fitness as it may prescribe, shall certify to the appointing officer from the highest class or classes in which such persons are serving the names of three persons, if there are so many, having the required qualifications who are rated highest, or but one person if there are no more in the bureau, office, or branch of the service.

8. In certifying for promotion, when two or more eligibles have the same rating, precedence in certification shall be determined by length of service.

W. S. WASHBURN, *Chairman.*

SEPTEMBER 2, 1904.

REGULATIONS GOVERNING PROMOTIONS IN THE UNIFORMED POLICE FORCE OF THE CITY OF MANILA.

I. All promotions in the uniformed police force of the city of Manila shall be made in accordance with the provisions of Rule IX of the civil service rules, the general regulations governing promotions adopted by the civil service board, and these regulations.

II. 1. Eligibility for promotions shall be determined by promotion examinations, which shall consist of the following subjects and weights:

	Weights.
1. Practical questions	40
2. Efficiency or ascertained merit	40
3. Length of service	20
Total	100

2. In determining the rating of efficiency or ascertained merit the following elements shall be taken into consideration: Sobriety, deportment, conduct, fidelity, bravery, general character, punctuality, absences and causes thereof, physical condition—including energy, activity, and endurance—judgment, ability, fitness and adaptability, fines and penalties, neatness of appearance, knowledge of English, Spanish, and Tagalog languages; executive and administrative ability to be considered in promotion to the higher grades only.

3. Practical questions will cover peace officers' duties, knowledge of duties of grade occupied and to which promotion is sought, city ordinances, police regulations, general knowledge of circulars and general orders, location of streets and buildings, etc.

III. The civil service board, after consultation with the chief of police, shall designate three members of the police force, consisting of three officers above the grade of lieutenant, who shall constitute a board of promotion for the purpose of carrying out the promotion regulations: *Provided*, That the civil service board shall constitute the board of promotion for promotions above the grade of captain. If an employee questions his efficiency rating, he may appeal in writing to the board of promotion. Such appeal, together with a full report and recommendation in the case, shall be forwarded to the civil service board for final decision.

W. S. WASHBURN, *Chairman.*

SEPTEMBER 2, 1904.

EXAMINATION REQUIREMENTS RELATING TO APPOINTMENT AND PROMOTION.

Promotions of appointees from the third-grade Spanish register shall be made only to positions the salary or compensation of which is less than \$300 per annum. Appointments by promotion to clerical positions as a result of the following examinations shall not be made at a compensation above \$600 per annum: Second grade, Spanish; junior typewriter. Appointments by promotion to clerical positions requiring eligibility in one of the following examinations shall not be made at a compensation above \$900 per annum: Second grade, English; first grade, Spanish; junior translator; junior interpreter. Appointments by promotion to clerical positions with salaries above \$900 per annum require eligibility in one of the following examinations: First grade, English; assistant; bookkeeper; stenographer; translator; interpreter; or an equivalent examination.

The usual entrance salary of persons appointed as a result of eligibility in any of the above examinations is indicated in the Manual of Information Relative to the Philippine Civil Service. (Minute of the board, April 2, 1904.)

Original appointments to clerical positions as a result of the following examinations shall not be made at a compensation above \$600 per annum: Second grade, English; first grade, Spanish; junior translator; junior interpreter.

Hereafter the basic subjects of the following examinations shall be given in the English language only: Translator; interpreter; junior translator; junior interpreter.

Promotions as a result of the following examinations taken heretofore with Spanish basic subjects shall not be made above the following salaries: Translator or interpreter, \$1,200 per annum; junior translator or junior interpreter, \$600 per annum. (Minute of the board, December 19, 1904.)

Appointments may be made from the typewriting register of eligibles to positions bearing a salary of \$1,000 or less per annum, but no appointment by promotion or otherwise shall hereafter be made to a position the salary of which is more than \$1,000 per annum until the applicant shall have qualified in the first grade or an equivalent examination, such as the stenography and typewriting examination, the bookkeeping examination, etc. (Minute of the board, October 29, 1902.)

Semiskilled and unskilled laborers whose rate of compensation is less than \$1.20 per diem shall be regarded as receiving a salary of less than \$360 per annum and

therefore not subject to examination requirements, as provided in paragraph 3, section 20 of the civil service act, as amended. Heads of bureaus or offices are authorized by law to employ without reference to the civil service board semiskilled or unskilled laborers whose rate of compensation is less than \$360 per annum. (Minute of the board, September 5, 1904.)

FORMS PRESCRIBED BY THE PHILIPPINE CIVIL SERVICE BOARD.

[For the use of officers and employees and of applicants for examination.]

Form No. 2. Application for examination (English and Spanish).—To be filed by applicants for examination with a view to appointment to clerical, professional, or technical positions.

Form No. 3. Monthly report of changes and absences of officers and employees (English only).—To be forwarded to the civil service board on the 1st of every month by the head of each bureau or office, giving all changes and absences for the preceding month. The provincial board will render a consolidated monthly report for the entire province, all provincial officers, the governor, treasurer, supervisor, fiscal, secretary, president of provincial board of health, and register of deeds, and all employees under them, being included in one report. Each of the judges of the courts of first instance will either render one report for his district, including therein all employees under him, or direct the clerk of court of each province to render a separate report to the civil service board promptly at the beginning of each month covering the court employees in the province.

Form No. 7. Request for transfer (English only).—To be used by heads of bureaus and offices in requesting the transfer of an employee from one classified position to another.

Form No. 8. Request for certification for reinstatement (English only).—To be used by heads of bureaus and offices in requesting the reinstatement of a person who has served in a position classified under the civil service act and rules.

Form No. 9. Request for certification for original appointment (English only).—To be used by heads of bureaus and offices in requesting a certification from the board's registers of names of persons eligible to appointment to a classified position.

Form No. 18. Report of selection for appointment (English only).—To be used by heads of bureaus and offices in reporting the selection or selections for appointment made from certification of names by the board in response to request on Form No. 9.

Form No. 32. Oath of office (English only).—To be executed by the appointee on the date of entry into the position to which promoted, reduced, transferred, reinstated, or originally appointed.

Form No. 33. Appointment (English only).—To be forwarded to the board by the heads of bureaus and offices for every appointment in the classified service, whether by promotion, reduction, transfer, reinstatement, or original appointment. This form is not to be forwarded until the appointee has entered upon the performance of his duties; the date of such entry will be the date the appointment is to take effect. The character of the appointment is to be stated in the last blank line, e. g., "Transfer from the —— bureau at \$900;" "Reinstatement;" "Probational appointment;" "Promotion from \$720." Form No. 33 is not to be used in appointing a person to any unclassified position or in cases of temporary appointment or temporary or emergency employment. A copy of appointment on this form should be furnished by the head of the bureau or office to the disbursing officer as notification that the appointment has been duly authorized, and should be attached by the disbursing officer to the pay roll forwarded to the auditor. (See Civil Service Rule X.)

Form No. 35. Application and examination for the trades and skilled occupations (English and Spanish).—To be used by applicants for the trades and skilled occupations. In most cases the examination consists wholly of the evidence of experience, training, character as workman, age, and physical condition contained in this form. In other cases, additional elements, consisting of practical questions, or the second or third grade examination, are included.

Form No. 39. Application for accrued leave of absence (English only).—To be filed by the officer or employee two weeks in advance, wherever possible, of the date on which the accrued leave requested is desired to become effective. The first indorsement on this form, containing the service record and report of previous absences on accrued and vacation or sick leave, should be completely filled by the head of the bureau or office, and the application promptly forwarded to the board.

Form No. 40. Application for leave of absence on account of illness (English only).—To be used by officers and employees in applying for further leave in case of absence on account of wounds or injuries incurred in the performance of duty, extending beyond the allowable vacation leave. This form must be accompanied by medical certificate on Form No. 41. (See par. e, sec. 3, civil service rule XVI.)

Form No. 41. Medical certificate (English only).—Form No. 40 must always be accompanied by Form No. 41, completely executed by the physician or physicians who were in actual attendance upon the applicant for the whole of the period or periods for which the extension of vacation leave on account of wounds or injuries is requested.

Form No. 41 must also accompany every application made under paragraph c, section 4, Act No. 1040, for payment for leave on account of illness in advance of the date on which payment for such leave may properly be made under the provisions of section 2 or 3 of that Act. (See sec. 3, par. c, and secs. 5 and 9, civil service rule XVI.) Form No. 41 must also accompany every application for vacation leave covering absence immediately preceding death. (See par. b, sec. 2, civil service rule XVI.)

Form No. 47. Application for examination—Supplementary certificate for professional, scientific, or technical positions (English only).—To be filed by all applicants for examination with a view to appointment to professional, scientific, or technical positions, as a supplement to Form No. 2, which must also be filed by them.

Form No. 48. Daily time record.—Section 3 of civil service rule XV provides that each head of a bureau or office shall require a daily record of attendance to be kept on this form by all officers and employees (including teachers) under him who are entitled to leave of absence or vacation, except those serving in the field or on the water. The officer or employee in charge will verify the correctness of these records and forward them to the chief of the bureau or office, who will use them as a basis for rating punctuality and attendance in the semiannual efficiency report on Form No. 54. The daily time record on Form No. 48 will not be transmitted to the civil service board except upon request therefor.

Form No. 52. Efficiency record of employees.—To be compiled by the chief of bureau, chief of division, or other designated officer or employee, in accordance with the provisions of section 4, civil service rule IX. This form will be retained in the bureau or office as a permanent office record.

Form No. 54. Semiannual efficiency report.—To be compiled from data obtained from Forms 48 and 52, and forwarded to the civil service board on the 1st day of January and July, in accordance with the provisions of section 4 of civil service rule IX, giving the efficiency ratings for the preceding six months. The provincial board will render a consolidated report for the entire province, all provincial employees under the governor, treasurer, supervisor, fiscal, secretary, president of provincial board of health, and register of deeds, being included in one report. Each of the judges of the courts of first instance will render one report for his district, including therein all employees under him.

Form No. 55. Application for vacation leave of absence (English only).—All applications for vacation leave of absence for a period of one full day or more must be made on this form five days in advance wherever possible; if application was not made in advance, a brief explanation must be given on the form of the cause of the delay and a statement of whether or not notice of absence was immediately sent to the head of the bureau or office. Application for more than two days must be immediately transmitted to the civil service board by the head of the bureau or office, the first indorsement being carefully completed by him; if there are no previous absences chargeable to vacation leave that fact must be stated in the indorsement, and if application was not made in advance the date of the receipt of notice of absence must also be given. Applications for two days or less may be retained by the head of any bureau or office, if so preferred by him, and forwarded to the civil service board on the 1st day of the following month as inclosures to monthly report on Form No. 3; when forwarded with Form No. 3 the first indorsement on Form No. 55 need not be completed, but the absence must be entered on Form No. 3 as usual. If Form No. 55 is not retained for the purpose of forwarding as an inclosure to form No. 3, the first indorsement must be completed by the head of the bureau or office and the application transmitted to the civil service board as in the case of an application for more than two days.

NOTE.—The above forms are furnished by the civil service board on request, and should always be ordered by form number. Provincial officers should telegraph their orders when necessary.

CIRCULAR LETTERS.

PHILIPPINE CIVIL SERVICE BOARD,
Manila, September 2, 1904.

To all heads of bureaus and offices:

The attention of all heads of bureaus and offices, including provincial officials, is respectfully invited to the provisions of Acts Nos. 5 (the civil service act), 25, 392, and 1040, and to the civil service rules. The procedure governing appointments, promotions, reductions, removals, resignations, suspensions, temporary employment, applications for leave of absence, etc., is definitely prescribed, and the duties of officials in connection therewith are clearly defined. Attention is also invited to the description of the forms prescribed by the civil service board and their uses, as shown in the Manual of Information. Familiarity with and a close and prompt observance of the requirements in the premises save delay and vexatious correspondence, avoid positive injury to the service, and greatly facilitate the work of all concerned.

Much of the board's correspondence is caused by failure on the part of the heads of bureaus or offices to comply with its regulations and with the civil service rules promulgated by the civil governor. The routine work of the board has grown to such proportions that its limited office force is overtaxed to meet the demands made upon it. The board is required constantly and repeatedly to point out to some offices errors in procedure, which is clearly and definitely defined, to call for monthly reports of changes and absences, or the semiannual reports of efficiency required by the civil service rules, or to return these reports or papers relating to resignations, removals, reductions, suspensions, applications for leave of absence, etc., for proper compliance with the civil service rules. The hearty cooperation of the heads of bureaus and offices is necessary to avoid needless delays and unnecessary work.

Copies of the acts and the civil service rules referred to herein are included in the Manual of Information.

Very respectfully,

W. S. WASHBURN, *Chairman.*

Approved:

LUKE E. WRIGHT, *Civil Governor.*

CIRCULAR No. 35.—*Instructions relative to traveling expenses from the United States to Manila.*

THE GOVERNMENT OF THE PHILIPPINE ISLANDS,
OFFICE OF THE AUDITOR,
Manila, March 17, 1904.

The following instructions relative to traveling expenses from points in the United States to Manila of appointees to the Philippine civil service are published for the guidance of all concerned:

The general provision of law covering traveling expenses is found in section 4 of Act No. 148 of the Philippine Commission, as follows:

"Hereafter actual and necessary traveling expenses only shall be allowed to any person holding employment or appointment under the government of the Philippine Islands, and all allowances in excess of the amount actually paid * * * are declared illegal, and no credit shall be allowed to any of the disbursing officers of the government of the Philippine Islands for payments or allowances in violation of this provision."

Actual and necessary traveling expenses are divided into expenses of *transportation* and cost of *subsistence*. The first includes transportation of self and personal baggage, such as wearing apparel, etc. (household furniture being excluded), and Pullman sleeping-car fares. The second includes hotel expenses and meals en route. Subsistence is the only charge made by United States army transports.

Expenditures for transportation of self or baggage from residence to railway depot must be supported by receipts if the amount is in excess of 50 cents, United States currency.

The railway companies allow 350 pounds of baggage for each trans-Pacific full fare. No claim for excess baggage will therefore be allowed, the 350-pound limit being deemed sufficient to cover the necessary amount of personal baggage.

Pullman sleeping-car fares should be supported by receipts; but, with satisfactory

explanation, porters' checks may be admitted in default of such receipts. In the absence of both, no allowance will be made.

Subsistence on trains will be allowed at not exceeding \$3, United States currency, per day for each day necessary for the travel, and portage or tips will be allowed, when actually paid, at not exceeding 25 cents per day for the same period.

Expenses incident to stop-overs for the personal convenience of the appointee will not be allowed. Time of travel will be based upon the "shortest usually traveled route."

Hotel bills, including subsistence while at San Francisco, must be supported by receipts and will not be allowed for more than three days nor for more than \$3, United States currency, per day. Entries in addition to room and meals, such as "café" and "bar bills," are not allowable and must be excluded from the amount of such vouchers when credit is claimed thereon.

Transfer of baggage from depot to hotel and from hotel to steamship pier at San Francisco will be allowed, but must be supported by receipts if in excess of 25 cents per piece, United States currency. Necessary cab hire from depot to hotel and thence to pier will be allowed at not exceeding 50 cents, United States currency, for each trip, but must be supported by receipts. When cab is used, no charge for transfer of hand baggage will be allowed. Cabs should not be employed when street cars are available.

Expenses at ports en route, except at Hongkong or other necessary points of transhipment, will not be allowed. If the steamer does not come direct to Manila, landing charge, hotel bill for necessary time between steamers, at not exceeding \$3, United States currency value, per day, and transfer to steamer for Manila (service usually furnished by the hotel and charged in its bill at Hongkong) will be allowed, but must be supported by receipts, except as herein noted.

Stewards' fees on ocean steamships will be allowed in reasonable amounts. Tips or stewards' fees paid on army transports will not be allowed, as the employees of the transport service are paid by the United States.

A reasonable charge for laundry en route will be allowed, but must in every case be supported by receipts.

Receipts are not always required for the following items: Subsistence on train, portage on train, stewards' fees on steamers, hotel bill in San Francisco when for less than one day, and hotel bill and transfer charges in Hongkong when for less than one day, although it is desirable to secure such receipts. The general certificate on a traveling-expense voucher that it was impracticable to procure receipts will not be accepted when the length of the stop at a place clearly shows that it was practicable to secure such receipts.

The auditor will use his discretion in allowing or disallowing items unsupported by receipts or subvouchers, as the facts in each case may warrant.

Appointees in the United States, except judges, for whom special provision is made, come under the general provision of Act No. 1040 of the Philippine Commission. Appointees under that act, as stated therein, are entitled to actual and necessary expenses and half salary en route, payable after two years of satisfactory service. If the government advances any part of such traveling expenses, in the form of a transportation request or otherwise, the amount so advanced will be deducted by the proper disbursing officer at the rate of 10 per cent of the salary per month until the amount advanced is fully reimbursed.

Half salary ends on the day of actual landing in Manila and full salary begins on the following day. Necessary landing charges are allowed, but no other expenses are allowed after arrival in Manila. If later assigned to an outside station, actual and necessary traveling expenses are payable from the date of departure from Manila and until arrival at such station, the shortest usually traveled route being followed.

Immediately upon arrival in Manila the appointee is required to report to the civil-service board, and immediately thereafter should file his traveling-expense account, duly sworn to, and supporting vouchers, with the auditor. Printed forms for this purpose may be procured at the office of the auditor. Traveling-expense accounts should be fully itemized, the items being entered in the order in which the expenditures were made. Indefinite items, such as "incidentals," "miscellaneous," etc., can not be considered.

Attention is especially invited to the fact that claims for traveling expenses should cover only amounts actually expended. To present a claim for items or sums not actually expended constitutes falsification of a public document, which is severely punishable under Philippine laws.

A. L. LAWSHE, Auditor.

Approved:

LUKE E. WRIGHT, Civil Governor.

OPINIONS OF THE ATTORNEY-GENERAL.

An officer or employee who is separated from the service for cause loses all rights to leave of absence.

Under sections 2 and 3 of Act No. 1040 the granting of leaves of absence * * * presupposes that the employee's service has been satisfactory. When an official has been separated from the service for "cause" he has evidently not rendered satisfactory service, and consequently loses all his rights to any leave. (Opinion of Apr. 14, 1904.)

Municipal treasurers acting as deputy provincial treasurers are not entitled to leave of absence under the provisions of Act No. 1040.

Municipal treasurers acting as deputy provincial treasurers are not entitled to leave of absence under Act No. 1040. Subsection *c* of section 1 of Act No. 999 provides "the municipal treasurer may also act as a deputy of the provincial treasurer and receive such additional compensation therefor, to be paid from the provincial funds, as the provincial board may fix and the treasurer of the Philippine Islands approve, anything in existing laws to the contrary notwithstanding."

Under this section a municipal treasurer who is acting as deputy to the provincial treasurer is employed both by the municipality and the province and receives pay from both, devoting a part of his time to his municipal office and a part to his provincial office. Such being the case, there are two reasons why he should not be granted leave of absence under Act No. 1040. In the first place, it is very doubtful if such an employee works for the province the number of hours required by section 1 of Act No. 1040. In the second place, I think that the spirit of subsection *f* of section 2 of Act No. 1040 would apply, which provides that persons who receive compensation for official duties performed in connection with private business, such duties requiring only a portion of their time, shall not be entitled to leave.

Although it can not be said that the position of municipal treasurer is strictly private business, yet this position is the employee's regular employment, and his duties as deputy provincial treasurer are performed in connection with it. In other words, the important position is that of municipal treasurer, and afterwards that of provincial deputy. (Opinion of Sept. 7, 1904.)

Elective officers are not entitled to leave of absence under the provisions of Act No. 1040.

In my judgment, elective provincial officers are not entitled to leave under the civil service or leaves of absence acts. Act No. 5, entitled "An act for the establishment and maintenance of an efficient and honest civil service in the Philippine Islands," section 5, as originally passed, contains the provision that said act "shall apply * * * to all appointments of civilians to executive positions;" and said section of said act, as amended July 16, 1901, November 29, 1901, and January 9, 1903, contains the provision that the act "shall apply * * * to all appointments of civilians in the bureaus and offices of the government of the Philippine Islands;" and the other sections of said Act No. 5, as originally passed and as subsequently amended, refer in many places to the entry of persons into the civil service by appointment, and nowhere to such entry by election.

Act No. 80 is entitled "An act regulating the hours of labor, leaves of absence, and transportation of appointees under the Philippine civil service," and relates to "employees" in the "offices in the Philippine civil service;" and the same is true of said act as amended on January 28, 1902, August 30, 1902, November 11, 1902, February 27, 1903, April 7, 1903, and May 18, 1903. Act No. 1040, repealing Act No. 80 and all acts amendatory thereof, and entitled "An act regulating the hours of labor, leaves of absence, and transportation of officers and employees in the Philippine civil service" * * * expressly provides in subsection *a* of section 2 thereof that "accrued leave of absence" shall be granted "each regularly and permanently appointed officer or employee in the civil service, insular or provincial, or of the city of Manila, except as hereinafter provided;" and the other sections and subsections of said Act No. 1040 refer in many places to the persons to whom said act applies as being those who have entered the service by appointment. Elective officers are not referred to in any of the acts above mentioned, either as originally passed or as amended, in any way. I am therefore of the opinion that (to quote from subsection *g* of section 2 of Act No. 1040) "officers and employees of the Philippine civil service, whether serving as such by regular appointment or by detail from the Army, the Navy, or the civil service of the United States," and no other persons, are entitled to leaves of absence under said acts. (Opinion of Feb. 6, 1904.)

A person reinstated to the Philippine civil service can not be allowed vacation leave under the provisions of Act No. 1040 prior to the expiration of six months from the date of his reinstatement.

Section 3 of Act No. 1040 provides in part: "After at least six months' continuous, faithful, and satisfactory service, the civil governor or proper head of a department may, in his discretion, grant each officer or employee entitled to the accrued leave provided in section 2 of this act, in addition to such accrued leave, vacation leave of absence with full pay."

Under the provisions of this section, six months' continuous service is plainly a condition precedent to the granting of any vacation leave. In the present case the employee resigned and thereby severed all his relations with the government. This constitutes a distinct break in his services. Therefore he has not rendered six months' continuous service, and no vacation leave can be properly granted him until he has done so.

Subsection *c* of section 4 of Act No. 1040 provides in part: "Payment of salary to an officer or employee for any absence during his first six months of service, properly chargeable to vacation leave * * * shall be withheld until such leave may properly be taken under the provisions of section two or three of this act."

According to this subsection, payment for vacation leave shall be withheld until the leave may be properly taken under the above-quoted section 3 of Act No. 1040. As previously stated, the employee in question can not properly take vacation leave until six months after his reinstatement. Therefore, in accordance with the provisions of said subsection *c* of section 4, payment must be withheld for the vacation leave taken by a duly reinstated employee until six months after his reinstatement. (Opinion of Mar. 27, 1905.)

When the resignation of an employee before the expiration of two years' service is accepted on account of illness, or other cause, no accrued or vacation leave can be allowed, nor can a proportional part of traveling expenses and half salary en route to the islands from the United States be paid.

Vacation leave is granted to employees for the purpose of allowing them to recuperate, and always presupposes that the employee is still in the government service. Likewise, the phrase "in cases of resignation, vacation leave shall not be allowed in addition to accrued leave" is a general statement, and as it is nowhere modified it covers all cases. Therefore, vacation leave can never be granted on resignation. This, however, does not mean that an employee who has been ill may not charge absences from duty prior to his resignation to vacation leave.

In regard to accrued leave, paragraph *a*, section 2, of Act No. 1040 makes two years' continuous, satisfactory service a condition precedent to the granting of any accrued leave, but paragraph *c* of section 4 of the same act modifies this condition to the extent that in case of absence during his first two years' service due to illness, etc., the civil governor or proper head of a department may direct that salary due from such accrued leave need not be withheld. This covers only those cases in which the employee overstays his vacation leave from illness. It is intended as maintenance to an employee who is still in the service, but does not provide for commuting leave on resignation for any cause. I am therefore of the opinion that accrued leave can not be granted before two years' service.

Section 9, paragraph *a*, of Act No. 1040 makes it an absolute condition that traveling expenses borne by an employee shall not be refunded until after two years of service. There is no provision in the law for any proportional payment of any kind. I am, therefore, of the opinion that such a proportional part of traveling expenses and half salary provided by paragraphs *a* and *b* of section 9 of Act No. 1040 can not be paid to persons who have served less than two years, no matter what the reason for their resignation. (Opinion of June 30, 1904.)

The thirty days on half pay granted on resignation after three years' service begins at the end of accrued leave allowed, and leave does not accrue on such thirty days. Leave of absence on half pay for sixty days allowed in connection with leave of absence to visit the United States, begins at the expiration of the accrued and vacation leave granted.

In a case where an employee has rendered continuous, faithful, and satisfactory service for three or more years after arrival in the Philippine Islands resigns, and in addition to his regular leave is granted thirty days on half pay while going to the United States, does leave accumulate on said thirty days?

It has been held by the civil service board, and approved by the civil governor, that leave does not accrue on such thirty days.

Do the thirty days above mentioned begin prior to or at the end of accrued leave?

It has also been decided in the same manner as the first question, that such leave begins at the end of the accrued leave.

The further question is raised by the letter of the auditor of August 22, inclosed herein, as to when the sixty days allowed by section 2, paragraph *e*, of Act No. 1040 should be charged.

It has also apparently been held by the civil service board, and approved by the governor, that said sixty days are allowed at the end of vacation and accrued leave. It is my opinion that all of these rulings are final and are supported by the spirit and letter of the law; hence, there is no need for a further discussion of same. (Opinion of Oct. 20, 1904.)

An employee appointed in the United States under the provisions of Act No. 1040 does not earn accrued leave during the period of travel from San Francisco to Manila.

The question submitted in the within papers is as follows: Does an employee appointed in the United States under the provisions of Act No. 1040 earn accrued leave during the period of travel from San Francisco to Manila?

As a general rule, all employees from the United States are provisionally appointed there and their appointment made final upon arriving in the islands. The exact facts are not set out in the within paper, but it is presumed that such is the present case. Paragraph *a* of section 2 of Act No. 1040 provides that "permanently" appointed employees are entitled to accrued leave. Until the employee arrives in the islands he is not such a permanent employee, but is a provisional employee. Therefore, under the provisions of this section the employee would not be entitled to have accrued leave while en route from San Francisco to Manila.

Also section 5 of Rule V provides: "If the eligible was provisionally appointed in the United States, his regular appointment will be effective the day following the date of his actual landing in the Philippine Islands, provided he reports immediately at the office of the board, and leave shall not accrue prior to date of regular appointment." These rules were promulgated by the governor-general and within their scope are binding on all officials.

As the above section, in accordance with the provisions of Act No. 1040, provides that leave does not accrue until after a regular appointment in the islands, no leave should accumulate while the employee is en route. (Opinion of Mar. 23, 1905.)

Natives of the Philippine Islands who are granted leave under the provisions of Act No. 1040 for the purpose of visiting the United States after three years' service are not entitled under that act to payment by the government of return traveling expenses.

Paragraph *e*, section 2, of Act No. 1040, while providing in general terms for leave with permission to visit the United States, is limited, in its last sentence, to those employees who have a residence in the United States. It is the purpose of this section to allow those employees who are citizens of the United States to visit their homes and families, especial privileges being granted for this purpose. This is more clearly shown by the fact that such traveling expenses would not be paid to any employee who chose to spend his leave in any other place than the United States. Likewise, it would be impossible to fix from what place such traveling expenses would be allowed, inasmuch as there is no residence in the United States. Therefore, those employees named under paragraphs *b* and *c*, section 28 of Act 5, are not entitled to the privilege granted in the last sentence of paragraph *e*, section 2, of Act No. 1040. (Opinion of Aug. 8, 1904.)

Payment for leave of absence of an officer or employee who has served in more than one bureau or office during the period for which leave is allowed should be made for the entire leave taken from the funds of the bureau or office in which he is serving at the time the leave is granted.

I have the honor to acknowledge receipt of the inclosed papers relating to the commutation of the accrued leave of George N. Hurd, assistant attorney in this office. Unquestionably in equity the greater part of this accrued leave should be paid by the city of Manila, in whose service Mr. Hurd was at the time the same was earned. However, the provisions of Act No. 1040 and the uniform ruling of the auditor's office would seem to require that the same be paid by the bureau of justice. Act No. 1040, section 6, specifically provides that upon the resignation or death of an officer or employee, payment for the accrued leave shall be made from the salary appropriated for the position last filled by him. It is true that Mr. Hurd is still living, and has not resigned, but in all reason this accrued leave should come from the same fund as in the case of his death or resignation.

In this connection attention is called to the fact that at the time of the passage of Act No. 1040 the recorder of the Commission was instructed to prepare an act providing that accrued leave should be paid pro rata by the departments where the same was earned. This bill was prepared, but at the earnest solicitation of the auditor and of the chairman of the civil service board it was abandoned.

The reasons stated by the civil service board for its objection to the proposed measure were as follows: "The board concurs with the auditor in opposing a pro rata division

of leaves, believing with him that upon the transfer of an officer or employee all obligations in the way of leaves of absence should be assumed by the bureau, province, or city to which transfer is made. As stated by the auditor, payments of salary on account of leave would eventually be approximately equalized, and the assuming of all obligations for leave by the bureau, province, or city to which transfer is made would tend to prevent transfers except where the transfer is made on account of the special fitness of the officer or employee for the position to be filled."

The uniform rulings of the civil service board and of the auditor since the passage of Act No. 1040, so far as I have been able to obtain them, have been to require the bureau in which the applicant is employed at the time the leave is granted to pay the same. This ruling is manifestly in accordance with the law, and it would seem that even if the law did not require it that it would be inequitable at this date to change it, and that less injustice would be done by following the ruling than by abandoning it.

I am therefore of the opinion that the accrued leave of Mr. Hurd should be paid by the bureau of justice. (Opinion of June 19, 1905. Concurred in by the acting auditor, June 23, 1905.)

The civil service board has authority to require eligibility in an appropriate examination as a condition precedent to increase in salary of a classified employee without an examination status.

Section 4 of Act No. 5 provides in part: "The board shall prepare rules adapted to carry out the purpose of this act," etc.

"Paragraph *e* of section 6 of Act No. 5, as amended provides: 'The rules to be prepared and certified by the board shall provide * * * for competitive or noncompetitive promotion examinations, as the board shall determine.'

"In pursuance of said section 4 the rules of the civil-service board have been promulgated annually since 1901. Section 1 of said rules says: 'The board shall have authority to prescribe such regulations in pursuance of and in execution of these rules and of the civil-service act as may not be inconsistent therewith.'

The distinction, therefore, must be clearly kept in mind between the rules to be prepared by the board and promulgated by the governor-general under the authority of Act No. 5, and the regulations to be prepared and promulgated by the civil-service board under authority of the rules. In raising this question the distinction between the "rules" and "regulations" was confused, and I think this is responsible for the difficulty. The exact language used was as follows: "A question arises whether the board has lawful authority to impose any promotion test pending the adoption of the regulations authorized by section 6, paragraph *e*, supra, of the civil-service act. The power to adopt promotion regulations is especially conferred by the section and paragraph quoted. But what law authorizes the board to exact promotion tests pending the adoption of such regulations? Is this not exercising a power before it accrues?"

Or, in other words, the adoption of the regulations mentioned is a condition precedent to any promotion test.

However, said paragraph *e*, section 6, does not provide for the promulgation of regulations, but for the promulgation of rules. Section 6 of Rule IX was so promulgated, and provides:

"Until the promotion regulations herein authorized have been promulgated by the board for any department, bureau, office, or branch of the service, and the board has notified such department, bureau, office, or branch of the service that it is prepared to conduct the promotion examinations authorized under the civil-service act and rules, promotions therein may be made upon any tests of fitness not disapproved by the board which may be determined upon by the appointing officer: *Provided*, That pending the adoption of such regulations, in case of proposed promotion from one class to another class of an employee who has not entered the service through the examination prescribed for the class to which promotion is proposed, such employee shall be required to obtain an eligible rating in such prescribed examination taken noncompetitively, and the appointment by promotion thus made shall not become effective prior to the date of taking the examination in which an eligible rating is obtained."

Under this section, the governor-general has specifically authorized the civil-service board to hold noncompetitive examinations for promotion from one class to another of employees who enter the service without examination, and did not place any condition precedent upon this authority. The board then had authority to act immediately upon the promulgation of the rule regardless of regulations. The regulations referred to in said rule are not such a condition precedent, and have apparently been confused with the rule itself.

I am therefore of the opinion that the civil-service board clearly has the authority to exact a promotion test from an employee who entered the service without examination before that employee may be promoted in salary. (Opinion of May 26, 1905.)

CIVIL-SERVICE REFORM AND THE EVOLUTION OF GOOD GOVERNMENT

BY WILLIAM S. WASHBURN,

Chairman of the Philippine Civil Service Board.

Exploration and discovery received a tremendous impetus with the discovery of the West Indies and America at the close of the fifteenth century. The end of that century marks an epoch in the world's history. The spirit of adventure, the love of gold, and missionary zeal prompted Spanish exploration and led to her territorial acquisitions. One hundred years later the Dutch, from entirely different motives—trade and commerce—had obtained a foothold in the East Indies, and the English in India. In the year 1600 the British East India Company was organized, and two years later the Dutch East India Company came into existence. During this decade (1600-1610) and the following the British were planting colonies on the middle Atlantic coast in North America and the French to the north, the Spanish having previously founded settlements in the southern part of North America and in South America. The Dutch, too, were busy exploring and endeavoring to gain a foothold in the New World. Aside from the missionary feature, prior to 1800 this exploratory and colonizing movement was largely one of national individual aggrandizement.

NEW MOTIVES IN TERRITORIAL ACQUISITION.

It was not until the latter part of the eighteenth century that a distinctly different principle of action began to be operative; this new principle found expression in the passage of an act by the British Parliament in 1787, toward the close of the Revolutionary war, solemnly renouncing "the right to impose on colonies any duty, tax, or impost with the object of raising revenues for imperial purposes."

With the loss of the 13 American colonies, the reconstruction of the British Empire was begun under a more liberal and enlightened policy. Great Britain has since established a world-wide empire, and of the great colonizing nations of modern times is easily first in colonial achievement, while the flag of Castile and Aragon of Ferdinand and Isabella, once the most glorious in the world by reason of territorial acquisition, has almost ceased to wave beyond the Peninsula.

During the last century the national attitude of France and Holland, as well as that of Great Britain, greatly changed, so that their colonies or dependencies are now largely the beneficiaries of the control exercised by the home governments. Not only do colonies, as a rule, yield no direct revenue to the home governments, but in many cases they are sources of heavy expense.

DIFFICULTIES OF CARRYING THE NEW POLICY INTO EFFECT.

The carrying out of this more beneficent and liberal policy by European nations has been attended with many difficulties, the chief of which has been the failure to secure the services of capable and honest colonial officials. Long after this new policy was announced individual officials sought to enrich themselves as in days of old, with the result that government revenues were constantly being diverted from legitimate channels. The reign of corruption and scandal was not the reign of law, but of demoralization and anarchy, entailing wrongs on subject peoples, and resulting in embarrassment, and in some cases in disaster, to home governments. The methods used in the early half of the last century to secure honest colonial officials and employees generally resulted in failure.

INTRODUCTION OF MERIT SYSTEM IN INDIA.

The revelations of the ten years' trial of Warren Hastings, ending in 1795, the trial of Clive, and the utterances of eminent statesmen tended to crystallize public opinion in favor of civil-service reform. In 1853 the British Parliament passed an act which provided for the making of appointments through open competitive examination of British subjects to the imperial (formerly called "covenanted") civil service of India, but this reform measure did not become effective in time to prevent the great Indian mutiny of 1857, the natural result of the maladministration and mismanagement of dishonest and inefficient officials, who had received appointment through favor. This reform provision, incorporated into the India act of 1853, has been declared^a to be "one of the most enlightened, liberal, salutary, and far-reaching pro-

^a Dorman B. Eaton.

visions ever incorporated into the administrative laws of any nation," and "resulted in the overthrow of the old spoils system in Great Britain itself, and the substitution therefor of free, open competitions of merit, both in the military and the civil administrations."

The first regulations governing appointment through competitive examinations for the British Indian civil service, based on the report of a commission headed by Lord Macaulay, have been revised from time to time. Under existing rules, the age limits of applicants for entrance to the competitive examinations held in Great Britain for the imperial Indian civil service are from 21 to 23 years, and permanent appointment is conditioned on passing, at the expiration of the probationary period of 1 year, an examination in subjects especially connected with the future duties of appointees.

In 1889 the "provincial" civil service, contradistinguished from the imperial or "covenanted" civil service, was established, thus providing for natives of India another method of entrance to official positions in the Indian service. Rules governing the appointment of natives of "proved merit and ability" were promulgated, which provided for examination and for permanent appointment after a period of probationary service.

In 1864 the Dutch and in 1873 the French found it necessary to adopt the competitive examination system in making appointments to their colonial services, the results of which are comparable only with the results obtained by Great Britain. It would be idle to speculate what position in the colonial world Spain would now occupy had she adopted the merit system.

DEMAND FOR CIVIL-SERVICE REFORM IN THE UNITED STATES.

The demand for reform in the civil service of the United States was a natural outgrowth of the spoils system of making appointments, inaugurated in 1829 and operated for more than half a century. The first six Presidents of the United States by their utterances and by their official action endeavored to maintain the principle of the merit system in making appointments and promotions in the public service, and during the last thirty-five years every President has been an earnest advocate of civil-service reform. Again and again Congressional investigating committees found abuses and recommended reform measures.

Even before the civil war the friends of office seekers monopolized the time of executive officials to the serious detriment of the public business. President Lincoln wrote soon after taking office in 1861: "I wish I could get time to attend to the Southern question. I think I know what is wanted, and believe I could do something toward quieting the rising discontent, but the office seekers demand all my time. I am like a man so busy letting rooms in one end of his house that he can not stop to put out the fire that is burning the other."

Thomas A. Jenckes, of Rhode Island, was the civil-service reform pioneer in Congress who was chiefly instrumental in securing initiatory legislation by the introduction of reform bills, the first in 1867. He urged their passage with such power and cogency of reasoning as to win the support of eminent statesmen in both Houses. On March 3, 1871, Congress passed a brief civil-service reform measure, now known as section 1753, Revised Statutes, but failed to make an appropriation to carry the act into effect, although Presidents Grant, Hayes, and Arthur constantly urged reform in the civil service and earnestly recommended Congressional action. The demand for reform did not result in effective legislation until 1883, when the present United States civil-service act, known as the Pendleton Bill, was passed, providing for selection for appointment through competitive examinations.

EXECUTIVE AND ADMINISTRATIVE COOPERATION AND APPROVAL.

The abundant testimony of executive and administrative officials in the United States shows conclusively the great gain in economy and efficiency, honesty, and dignity in the public service through the operation of the civil service law.

President Cleveland declared that the successful operation of the present civil service act furnished "the most convincing proofs of its necessity and usefulness," and "that every public officer who has a just idea of his duty to the people testifies to the value of this reform."

President Harrison referred to appointments under the competitive examination system as "incomparably better and fairer than appointments upon favor."

President McKinley, in his last annual message, noted the improvement in the United States civil service resulting from the operation of the Federal civil service act, and added: "It will be my constant aim in the administration of government in our new possessions to make fitness, character, and merit essential to appointment to office, and to give capable and deserving inhabitants preference in appointments."

Time does not permit further reference to the utterances of American statesmen on the value of the merit system.

STATE AND MUNICIPAL CIVIL SERVICE REFORM.

Not only has there been during the last fifty years great progress toward better national government in Europe and America through reform in the civil service, both in home governments and in colonies, but during the last decade especially the demand in America for good government in States and cities has become imperative. In the United States the spirit of reform now pervades the national life, reaching minor political units, such as cities and counties, as well as States. The demand is for clean, competent men.

New York State has a thorough-going constitutional provision requiring the use of the examination system in making appointments to State, city, and county positions, while Massachusetts, Illinois, and Wisconsin have each enacted a law permitting municipalities to adopt the merit system. In Massachusetts 36 cities and towns maintain boards of examiners, as shown by the last report of the State civil service commission; the law is mandatory as to the Massachusetts State civil service. Many cities, such as Baltimore, Pittsburg, Cincinnati, and Des Moines, apply the merit system to the police and fire departments, while in other cities in addition to those in the States of New York, Massachusetts, Illinois, and Wisconsin appointments to nearly all municipal positions are made through examination. Among these cities are New Haven, Seattle, Portland (Oreg.), San Francisco, and Los Angeles. New York City and Baltimore appoint teachers to the city schools through the examination system.

ADVOCACY AND SUPPORT OF REFORM MOVEMENT AT PRESENT TIME.

The impetus gathered by the reform movement at the present time is due principally to organized effort and the attitude of many eminent men conspicuous in political life and in the professional and business world. There has probably not been a time in the last three-quarters of a century when the executive and legislative branches of the United States Government have contained so many men, as they do at present, who stand conspicuously for integrity in the public service and the elimination of favoritism in making selections for the public service.

As to organization, in addition to the National Civil Service Reform League, nearly all of the States and many of the cities of the United States have a civil service reform association. There are also women's auxiliaries to the civil service reform associations, the general and State federation of women's clubs, and the associations of collegiate alumnae, all more or less actively interested in civil service reform. Professional and business men's associations, educational institutions, and literary clubs are the natural and logical allies of good government.

The examination method of selection can not meet with a full measure of success without the earnest and sincere cooperation of government officials. This fact has been repeatedly demonstrated in the national, State, and municipal services in the United States, as well as in the civil service of the Philippine Islands. Moreover, the support of disinterested business and professional men who are actively in favor of good government is frequently needed, and, in every instance, without the consistent and courageous action of an honest and capable body charged with the duty of enforcing the law, the examination system has not only not commended itself, but has been brought into disrepute. There has never been any difficulty in successfully applying the civil service law in any part of the public service which was subject to the administration of an earnest, practical advocate of the system who cooperated with the body charged with its enforcement. On the other hand, without cooperation, the successful operation of the law is frequently delayed to the detriment of the public service.

"I believe," said Doctor Maxwell, superintendent of schools of New York City, "in the application of civil-service reform methods to the appointment and promotion of teachers. I am proud to say that my advocacy of this plan had something to do with its being incorporated in the New York school charter. When a teacher is needed the law provides that the board of superintendents may select one from the three having the highest standing as the result of an examination. No young woman in New York, having completed her training for the teaching profession, now goes to a prominent politician, minister, or member of the board of education to secure an appointment; instead, she is placed on the eligible list and knows she will be appointed when her name is reached. Political, social or religious influences are absolutely eliminated."

The failure at times to secure honesty and efficiency in the public service, especially of municipalities, is not due to fundamental defects in the competitive examination principle, but principally to defects in its administration. The "merit system," by which is meant a uniform, impartial, and systematic method of ascertaining the comparative fitness of applicants for office or positions, and of selecting,

appointing, and promoting those found to be best fitted, without regard to personal favor, presents practically the only assurance of good government. The system offers a "fair field and no favor," and provides for open competition in the race for position under equitable rules and regulations. It is the duty of the body charged with the execution of the law to see to it that the victor gets what he honestly wins in honorable contest.

Any method of selection not based on open competitive examination by means of adequate and appropriate tests of fitness faithfully applied by a disinterested body has invariably been a failure. The so-called "practical" examination system was tried in the State of New York. Under this system the appointing officer determined the rating of applicants on the subject of "fitness," which constituted one-half in weight of the examination, and the civil service commission at Albany determined the rating of the regular examination, composing the other half in weight. The result was, in substance, the elimination of the competitive principle; the appointing officer practically determined the relative ratings of applicants, and was able thereby to select anyone of the eligibles in any examination. The door was left wide open to every form of influence and favoritism. The abuses under this system were so flagrant that the legislature, soon after President Roosevelt became governor of New York, amended the law so as to assure faithful observance of the open competitive feature.

The attainment of dignity and efficiency in the United States military and naval services is undoubtedly due principally to the system of examination requirements for entrance to the services and for promotion therein. Nowadays there are few places where a license to practice the professions of law, medicine, etc., can be obtained without demonstrating fitness by rigid and searching examinations, and no exception is made because of graduation from the best institutions or because of extended experience.

That the competitive examination system, if honestly administered, is successful, is evidenced by its general adoption after years of trial and experiment by the most progressive nations of modern times. No other scheme of making appointments in the public service so complete, so reliable, so satisfactory, and so impartial has ever been devised.

Enough has been said to show the rapid progress during the last decade or two of the civil-service reform movement in the United States, a movement which is gathering momentum with each succeeding year, is sounding the death knell of the boodler and the grafter, and promises honesty, dignity, economy, and efficiency in the public service, national, State, municipal, and county. These qualities lend themselves to good government, which means better protection to life and property, lower rates of taxation, and greater public improvements.

COMPETITIVE EXAMINATION SYSTEM IN PHILIPPINE ISLANDS.

The Philippine civil service board not only avails itself of the very methods and means used by business men in ascertaining capability for private employment through systematic inquiries as to character, integrity, training, experience, success, past history and achievements, and rates of compensation, but extends its inquiries further by requiring additional appropriate tests of fitness and permitting open competition for entrance to the service. Under the rules the appointing officer has his choice of the three who as a result of examination and comprehensive inquiry, as stated above, are entitled to consideration, and the one selected by him is given a probationary appointment. The merit system of securing the most competent includes the trial, for a period not to exceed six months, of the one selected for appointment, during which period the appointing officer has every opportunity to determine the probationer's fitness and has absolute authority to discharge him if found incompetent. If no action is taken before the expiration of the period of six months, appointment becomes permanent by operation of law.

When the Philippine civil service law became operative in 1901, the machinery of the government had been partially organized under the military governor with a personnel selected without examination tests of fitness. In July of that year, when the Philippine Commission assumed the reins of government, this partial organization, with its personnel, was transferred to the civil government. The effort made by the civil service board to weed out by examination, as provided by law, the incompetent and unreliable among those originally brought into the service without examination has been measurably successful.

Lapses and failure in the executive civil service have been most frequent and conspicuous in the classes of position to which the examination system was not in the beginning or has not since been applied. The records show that of the whole number of officials (110, principally subordinate officials) separated from the service for

cause since the organization of civil government, only 7 entered the service through examination and certification by the civil service board.

Obliquity in American officials and employees in the public service does not pass unnoticed by Filipinos, but produces distrust and leads to unfortunate generalizations, thus increasing the difficulties of administration.

CRITICISM OF THE PHILIPPINE CIVIL SERVICE.

The government of the Philippine Islands has received its fair share of criticism, favorable and unfavorable.

Some complain that the rules and regulations of the Philippine civil-service board are too inflexible. Almost invariably it is observed that such criticism is based on some action of the board unfavorable to the complainant but thoroughly consistent and sound in law and logic. In other words, the action taken by the board is condemned because a law, rule, or regulation has not been flexed by partiality or favoritism to subserve the interests of the complainant or his personal friends. Neither a civil-service law nor a body designated to execute such a law could long survive under a policy of "flexibility" of interpretation. Both would soon be lost in an inextricable maze of inconsistencies and unhappy precedents and be brought finally into disrepute.

Among the adverse critics of the Philippine civil service have been several British writers. It seems proper in this paper to call attention to certain statements of Mr. Alleyne Ireland in the *Outlook* of December 24 last and of Mr. Archibald R. Colquhoun in his interesting book entitled "Greater America," published in 1904.

Honest and intelligent comparative criticism of governmental operations is always helpful, especially when coming from those who by education and position should be able to speak authoritatively and candidly. I am constrained to say, however, that these gentlemen in many instances display by their inaccuracy and attitude a need of definite information and a lack of appreciation of the principles underlying the policy of the Philippine government.

Referring to the civil service in the islands, Mr. Ireland says:

"In order to show that, as a matter of fact, the examination for the Philippine civil service, except in so far as it relates to languages, does little more than exclude persons who can not read and write, I give the following extracts from the official manual, covering the examination for what is termed 'the most difficult grade': " (Here he quotes specimen questions from three subjects of a clerical examination, namely, "Spelling," "Arithmetic," and "History and Government of the United States and Geography.") "The only other required subjects in which competitors are examined, except the language tests, are letter writing, penmanship, and copying from plain copy and from rough draft."

The unfairness and disingenuousness displayed by Mr. Ireland in his paper reaches a climax at this point. The questions quoted to illustrate the character of the examination which is termed by him "the most difficult grade" are those of an examination for clerk. The paragraph in the Manual of Information from which he extracts these misleading words refers to the three grades of clerical examinations; the complete sentence reads: "The first grade is the most difficult and the third grade the least difficult of the three." Mr. Ireland selects this clerical examination, which is, in fact, one of the least difficult of the examinations for the Philippine service, and compares at length its scope and extent with that of the British examination for entrance to the Imperial Indian civil service, instead of selecting the "assistant" examination of the civil-service board, which most nearly corresponds to the British examination. A description of the "assistant" examination is found in the Manual of Information immediately following the outline of the clerical examination quoted by him. The required subjects of this examination are: Thesis, correction of rough-draft manuscript, mathematics (arithmetic, algebra including quadratics, and plane geometry), history and civil government of the United States, general history and geography, colonial government and administration, political economy, education and experience. The optional subjects are: Expert accounting, agriculture, auditing of accounts, bookkeeping, botany, chemistry, disbursements, educational methods, civil engineering, electrical engineering, mechanical engineering, mining engineering, finance, forestry, geology, land laws of the United States, common law, international law, Roman or civil law, higher mathematics (including calculus), mineralogy, mining laws of the United States, physics, Spanish language, theory and practice of statistics.

Had Mr. Ireland taken the pains to obtain the facts he would have found that of the whole number entering the Philippine civil service, an average of 150 appointees each year, nearly all of them college graduates, qualified for appointment in the "assistant" or other high-grade examination, scientific, professional, or technical in character.

Referring to the matter of leave privileges, Mr. Colquhoun says:

"The idea of giving long furloughs on handsome pay is somewhat opposed to American theories. The rule is 'no work, no pay,' and the liberality of the United States Government does not apply in the matter of official salaries, which are invariably and even scandalously inadequate."

The law providing for leave of absence of officials and the higher grade employees in the Philippine civil service is fully as liberal in its provisions as are the well-known liberal regulations governing leave for officials in the British colonial services, and for subordinate employees the law is far more liberal than for the corresponding class in the British colonial services.

Referring to the spoils system, Mr. Colquhoun states:

"Nothing can be done in the direction of reform until the greater part, if not the whole, of the colonial service is removed from the baneful influence of the spoils system."

* * * * *

"First and foremost comes the pressing need for civil-service reform. Under any circumstances, a pure and efficient civil service must be an essential of good government."

The motives governing appointment to positions in the Philippine government have been outlined by President Roosevelt and Secretary Root.

In his first annual message, in discussing the merit system of making appointments, President Roosevelt said:

"It is important to have this system obtain at home, but it is even more important to have it applied rigidly in our insular possessions. Not an office should be filled in the Philippines or Porto Rico with any regard to the man's partisan affiliations or services; with any regard to the political, social, or personal influence which he may have at his command; in short, heed should be paid to absolutely nothing save the man's own character and capacity and the needs of the service.

"The administration of these islands should be as wholly free from the suspicion of partisan politics as the administration of the Army and Navy. All that we ask from the public servant in the Philippines or Porto Rico is that he reflect honor on his country by the way in which he makes that country's rule a benefit to the peoples who have come under it. This is all that we should ask, and we can not afford to be content with less."

Secretary Root said with respect to appointments to the Philippine civil service:

"In providing for the personnel of the government which is thus gradually superseding military administration, the department has proceeded on the assumption that the honor and credit of the United States is so critically involved in creating a good government that the importance of securing the best men available should outweigh and practically exclude all other considerations. This principle of selection has been followed without deviation. No officer, high or low, has been appointed upon anyone's request or upon any personal, social, or political considerations."

In view of the well-known attitude of the President of the United States toward the spoils system and of the fact that the Federal civil-service act has been in successful operation for over twenty years, and the Philippine civil-service act for over four years, the critic's references to civil-service reform, while true enough in principle, appear anachronistic.

Mr. Colquhoun states that "officials who require special, technical, or scientific knowledge are exempted" from examination requirements, and that the "operation of race jealousy, the lack of educated material, and the inordinate ambition of the mestizo aristocracy make it difficult to work this elaborate civil-service machine without mistakes and injustice;" whereas, I am able to say, without hesitation, practically all positions calling for special, technical, or scientific qualifications are filled as a result of competitive examination, and the operation of the civil-service law and rules with respect to Filipinos has been accomplished with little or no difficulty or embarrassment and with strict impartiality and fairness.

Other criticisms pertaining to the economic and educational policies of the Philippine government can not be discussed at this time. Suffice it to say that in their criticisms of American methods in the Orient both Mr. Ireland and Mr. Colquhoun fail to realize that they have no standard by which they can judge fairly of the success or the failure of the American system of government in the Philippines, from the fact that never before has there been instituted a scheme of colonial government so beneficent and humanitarian as that which the United States has instituted and is carrying on in these islands. There is no precedent in history to which they can point as an example that the attempted mental and moral elevation of a people of an oriental dependency has proved a failure and been detrimental to their commercial welfare.

COMPARATIVE COLONIAL-SERVICE CONDITIONS.

Differences in salaries for subordinate positions in the British and Dutch colonial services and the Philippine service are distinctly in favor of subordinate employees in the Philippine service; only the higher officials, after long experience, in the British colonial service receive larger salaries than corresponding officials in the Philippine service; the leave of absence and other privileges for the Philippine service are not less liberal than for other colonial services; the number of Americans in the Philippine service is more than one-half the number of Filipinos in the service above the grade of laborer, while the relative number of British and Dutch in their colonial services is comparatively small; the conditions of appointment in British and Dutch colonies contemplate a long period of service, and consequently a career.

While British writers affirm that the great army of civil servants, amounting in all over to 100,000 in England's Asiatic dependencies, are principally natives, and that in India, the Straits Settlements, the Federated Malay States, and in Ceylon there are comparatively few British officials—India alone, with a population of nearly 300,000,000, being under the administrative control of less than 1,200 British officials possessing executive and judicial functions—these statements are true only in a restricted sense.

The important fact must not be overlooked that in the maintenance of good government in India a considerable percentage of those in the subordinate civil service also are British or are Eurasians. These Eurasians, born in India of English parentage, immediate or remote, are educated for the most part in English schools in India, many of whom have excellent natural and acquired abilities, possess European habits of mind and traits of character, being European rather than Asiatic by unofficial designation and in essential characteristics—British for all practical purposes. It is from these classes that the majority of subordinate officials of India are drawn, and without whom it would probably be impossible to carry on successfully the affairs of government in India with so limited a number of British officials in the Imperial service; they are, however, practically debarred from official position in the "Imperial" service by reason of being required to go to England for training and for examination. These "Europeans"—Britons and Eurasians—in the British Indian service are given from five to ten times the pay received by the great mass of employees purely native. This discrepancy in rate of compensation the British administrative official justifies from the standpoint of economy.

VALUE OF PREPARATION AND TRAINING FOR COLONIAL SERVICE.

We are now better prepared to understand how 1,200 British officials are able to administer successfully the affairs of government in India, and the British Government supervise the construction of public works of great magnitude. The fact remains, however, that good government in India primarily depends on the selection as a result of open competitive examination of liberally educated and well-trained young men of the British Isles, who are required to become familiar with the history, language, and system of jurisprudence of the people over whose destinies they are eventually to preside. These men, thoroughly familiar with colonial history and government, become expert administrators, combining executive and judicial functions, and receive apparently munificent salaries after years of actual experience. It appears that governments, as well as private corporations, are justified in giving liberal salaries to officials thus adequately prepared for the responsible duties devolving upon them.

While Holland does not require so extensive a general education of her appointees as Great Britain, she lays even greater stress on the special training of competitors for the Dutch colonial service.

It must not be supposed that no mistakes have been made by British and Dutch colonial officials. The measure of good government attained is simply the result of a process of evolution, and many of the successes realized are the sequels of costly experiments in earlier days prior to the application of the merit system, all of which may be studied with profit.

No one presumes to fill a colonial administrative position in the British or the Dutch dependencies who is not familiar with the blunders and mistakes of officials of his own nation and, to some extent, those of other nations. The successful colonizing Powers recognize the great advantage of thorough equipment, and are acting on the principle that the liberally educated man with special training in colonial history, government, and jurisprudence is likely to render the most satisfactory service.

A study of colonial civil service teaches that officials, especially in the provinces, who do not know the history, language, and customs of the people with whom they

have to deal are not adequately prepared for responsible positions the duties of which bring them into contact with the natives. It is impossible to get closely in touch with a strange people without the use of a common tongue, and equally impossible to deal justly with them without an intimate knowledge of their customs and traditions, which to a greater or less extent must be recognized and sustained as bases of action and rules of conduct.

NECESSITY FOR CONTINUITY OF SERVICE.

A high grade of efficiency in the public service can not be attained with a transitory personnel.

In 1863, Mr. John Bigelow, afterwards minister to France, writing to Secretary of State Seward, declared that:

"Unless some method can be devised by which those who enter the subordinate departments of the United States Government can be guaranteed * * * permanence, we must pay much higher salaries, get very inferior service, waste our experience, and, withal, fall a prey to the infinite brood of frauds which inevitably result from the constant conflict between interest and duty which our execrable practice of mutation in office engenders."

Adequate preparation and special training, supplemented by long experience, produce a personnel whose services become increasingly valuable. Great Britain and Holland recognize this fact and pay appropriate salaries for the faithful service of thoroughly trained and experienced men. They realize that an ounce of preventive is worth a pound of cure, and bring to bear in administrative affairs that wisdom which comes from special training and long experience. A transitory personnel not only does not contribute to a high degree of efficiency, but it adds greatly to the expense of administration. Where officers and employees are, without special preparation, placed in positions of responsibility, mistakes are bound to be more or less frequent, and some of them expensive and serious. From the standpoint of economy, therefore, appointments in a colonial service especially should contemplate a long period of service. The author of "India: Its Administration and Progress," Sir John Strachey, four generations of whose family gave the best portion of their lives to service in India, refers to the "incessant process of change in the personnel" of even so stable a civil service as that of India as a "constant waste of mature experience," rendering it "difficult to maintain at all times a wise continuity of policy."

Since the bombardment of Alexandria in 1882 and the occupation of the Nile Basin by the British, the then bankrupt Egyptian Government has been raised to a "condition of economic independence and gilt-edged credit" by the genius of Lord Cromer, who is pleased to inform inquirers that "the work of rehabilitating Egypt has been accomplished by a body of British officials not exceeding 100 in number, aided by Egyptians." These officials had been trained in the methods and traditions of the Indian civil service. Lord Cromer is reported to have said recently that American success in the Philippines will chiefly depend on the retention and continuance in the service of adequately trained and experienced officials.

The constant withdrawal from the Philippine service of competent and reliable men who are just reaching the point where their services would be most valuable and useful to the Government is not in the interests of efficiency, economy or good government. The Philippine civil service, no less than the military and naval services of the United States, should offer opportunity for an honorable career to capable and well-trained men who may enter the service as one enters a profession, with the serious intention of winning a place and an honorable name through well-directed effort and high-minded devotion to duty. The continuance in the service of self-reliant young men whose character and training may enable them in the absence of the restraints of home environment to fill positions creditably and honorably must be deemed essential to good government in the Philippine Islands.

This situation, it may be said by way of digression, might be turned to the advantage of the consular service in the Orient. The commercial interests of the United States in this part of the world largely depend upon the integrity, ability, and force of character of the personnel of her consular service. While the Malay race predominates throughout the extensive Malay Archipelago, the Philippines have a considerable Chinese and Japanese population, and their trade is, in a measure, with other Oriental countries. The Philippines, therefore, appear to offer an excellent training ground for preparing capable and worthy young men for consular posts in the Orient. The existence of a possible line of promotion, on the other hand, from the Philippine civil service to the consular service would tend to attract high-grade men and furnish an incentive to render efficient service.

BEST TYPE OF MEN NECESSARY FOR SUCCESSFUL ADMINISTRATION.

Nicholas Murray Butler, president of Columbia University, is responsible for the statement that "out of 10,000 successful men in the world, taken in all classes of life, 8,000 are college graduates."

Young men with good character and training have greater adaptability than middle-aged men, especially those who lack the systematic education and resulting discipline acquired in our colleges and universities. The greater capabilities and stronger character of men thus equipped enable them more readily to grapple with new problems and to fill creditably the higher positions of trust and responsibility in the public service, as well as in private life. The unselfish aims and purposes of the Government of the United States in establishing and maintaining good government in the Philippines, together with the utterances of the President and his counsellors, clearly indicate that in the interests of honesty, economy, and efficiency it pays to secure the best type of American citizens for the Philippine civil service, those who represent the best traditions of American family life and American educational institutions—in short, well-trained men whose daily life and example are worthy of emulation.

CONCLUSION.

It is evident from the history of the civil service reform movement that wherever there has been progress in civil service reform, pari passu there has been progress toward good government; that the competitive examination system has been the only practical and effective means by which permanent reform has been accomplished; that dignity, efficiency, and economy in the public service has resulted whenever this system has been conscientiously and consistently followed; and that no public service, military, naval, or civil, has a higher esprit du corps than the civil service in countries like India where the examination system has been thoroughly and consistently applied to the higher offices.

The improvement in colonial civil service during the last fifty years and the results of the successful application of the merit system in the United States during the last twenty years, and in the Philippines during the last four years, warrant the conclusion that the measure of good government attained in the Philippines is, in part, fairly attributable to the operation of the civil service law, and that in economy there has been a saving of over a million dollars annually.

In closing I can do no better than to repeat the officially expressed opinion of the Philippine Commission that the existence and strict enforcement of the Philippine civil service law is an absolute necessity, and that without this law American government in the Philippines is foredoomed to humiliating failure.

THE RELATIONS BETWEEN CLIMATE AND HEALTH WITH SPECIAL REFERENCE TO AMERICAN OCCUPATION OF THE PHILIPPINE ISLANDS.

[A paper read at the second annual meeting of the Philippine Islands Medical Association by William S. Washburn, chairman of the Philippine civil-service board, Manila, P. I.]

In the temperate zones mortality reports show the mild and temperate months to be the healthiest, while violent climatic changes swell the death rate. Extremes of temperature cause mental derangement in the susceptible. One has fits of the blues which are cured by change in the weather and vice versa. Mental depression existing during foggy, heavy weather clears away with the fog and the bursting forth of sunshine. The spirits of the great masses of humanity go up with the barometer and clearing weather. Sentiment is stimulated by sunshine, and the poet bursts forth into song with the birds. The mental attitude has a close relation to physical comfort or discomfort due to atmospheric conditions, whose reflex is apparent in the literature of the world. Atmospheric phenomena were not understood by the ancients; meteoric displays, aurora borealis, phenomenal weather, thunder and lightning, called forth ceremonies and sacrifices to Jupiter and Mars.

"Salutations in nearly all ages and countries are more or less marked by climatic environment as well as religious sentiment." Among orientals the Persian greeting of "May your shadow never grow less," the Arabian "May God strengthen your morning," and the Egyptian "How goes the perspiration," all typify a hot climate, with its light and shadow, whereas in the Occident the abrupt "Good morning" indicates a raw, chilly or boisterous climate, and is characteristic of industry, hurry or restlessness.

In this day and age of the world, under existing climatic conditions, there are development and growth in animal and vegetable life. The plant life of a zone is practically limited to that zone, beyond which it withers and dies. As a rule, animals whose natural habitat is the Tropics find existence difficult if widely removed into cold regions, as is also true with animals whose natural habitat is the colder regions if removed to tropical regions. Of all animals, man shows the greatest power of adaptation to new environment. It has been assumed, and is still believed by many, that the European can not adapt himself to a new environment anywhere in the Tropics without endangering health and longevity. It is urged that the tropical belt has been, from time immemorial, inhabited principally by dark-skinned races—peoples widely divergent, ethnologically, from the white race; that migratory animals and birds do not penetrate beyond a limited region; that when man transcends the law of natural habitat, there is at first apparent perversion of physiologic functions and increased susceptibility to some diseases in his new environment, to which the aboriginal is comparatively immune; that heretofore the movement of peoples has been principally on latitudinal, not on longitudinal lines. Successful colonization in the Tropics by the white man appears to be, therefore, an open and debatable question.

Are all tropical climates seriously objectionable, having regard to health and longevity of the white man who migrates thither? The domination of the Tropics by the white race appears to be inevitable. This will not, however, necessitate the actual colonization of the Tropics by the white man, but will at least require that the government be under his control and direction. Colonization means a change of permanent abode of large numbers of inhabitants of a country to another place or country. The United States, Canada, Australia, and South Africa are examples. Whether or not actual colonization by the movement of large numbers to the Tropics is attempted, a sufficient number to manage the affairs of government and a certain additional contingent to engage in business enterprises must live for greater or less extended periods in the Tropics.

The purpose of this paper is to discuss the relation between climatic conditions and health, with special reference to Americans in the Philippine Islands. The subject involves a study of climatologic reports, medical literature, and statistics. Climatic laws, especially those relating to the Tropics, will first be briefly reviewed.

The director of the Philippine weather bureau, Rev. José Algúe, clearly expresses the meaning of the term climate in the following definition: "The climate of a country is the complex of the average atmospheric conditions which have an influence upon organic life; therefore, an adequate study of the different elements which go to make up these atmospheric conditions would give a true idea of the climate. The more important elements which form the climate may be reduced to three, viz., heat or temperature; water vapor in its different forms, such as humidity, evaporation, clouds, and precipitation; and finally, the movement or circulation of the atmosphere, which includes the direction and force of the wind, cyclonic and non-cyclonic storms, together with local and general storms."

While temperature is the fundamental phenomenon of climate, several different elements form the basis of its classification, and each classification is affected or modified by other elements or influences. For example, on the basis of temperature, we have hot, mild, temperate, and cold climates; on the basis of the influence of continents and oceans, climates are classified as oceanic, insular, and continental; on the basis of salubrity, as healthful and unhealthful.

On account of the spheroidal shape of the earth temperature varies generally with latitude, but other elements such as elevation, the presence or absence of vegetation or of large bodies of water, movements of the atmosphere, water vapor in the atmosphere, marine currents, and configuration of land, bring about sharp contrasts in the same latitude and have a marked influence on animal or vegetable life or both.

About 5° each side of the equator is a zone of calms and almost daily thunder showers; beyond this to 20° a zone of periodical rains in summer, in which zone lie the Philippine Islands, characterized by a wet and a dry season; from 20° to 28° , a subtropical zone, in which are the deserts of Sahara, Arabia, and of northern India, and the arid region of Mexico and Lower California; from 28° to 45° , a belt of semi-periodical rains, characterized by four seasons and prevailing sunny days (the United States lies principally in this belt).

With respect to elevation above the sea level there is an average variation of about 1° of temperature for every 300 feet, which is well illustrated by the difference in temperature between Manila and Baguio, Benguet Province.

Forests and other vegetation and large bodies of water tend to counteract the effects of terrestrial radiation and thereby to equalize local climates. On the other hand, a region barren of trees and other vegetation permits wide daily fluctuations of temperature, the days being hot and the nights cold, which become extreme in barren places and arid regions, rising to a mean summer temperature of 95° in Arabia,

Persia, and Punjab, India. In Punjab 125° in the shade has been observed. In a country covered by forests and other vegetation, and in proximity with large bodies of water, the total heat of the day is quite equably distributed over the twenty-four hours, the heat of the day not being excessive even in the Tropics, as illustrated by climatic conditions in the Philippines.

Temperature is greatly modified by movements of the air, or winds, which constitute an important climatic influence by increasing evaporation, thus rendering the soil drier, removing dampness, and affecting the "sensible temperature," that is, the apparent temperature which we feel or the physiologic temperature. In the Tropics, practically covered by the longitudinal extent of the Philippine Islands and from 6° to 20° north latitude, is a zone of trade winds, called monsoons in the Indian Ocean and adjacent portions of the Pacific. Cyclonic movements of the atmosphere, characterized by regularity, of course, are called hurricanes in the West Indies and the Indian Ocean, cyclones in the Gulf of Bengal, typhoons in the China Sea, and baguios in the Philippine Islands. The central and northern portions of the Philippine Archipelago lie in the path of these baguios or cyclones, but these regions are free from the cold, raw winds frequently experienced in New England and Canada in connection with the course of cyclones in that region. Due to similar cyclonic atmospheric movements, the entire Mediterranean region is subject to violent changes of temperature in winter. The central portions of the United States, considerably distant from the sea, are also subject to violent atmospheric changes, where a day that dawns with the ethereal mildness of spring may end in the chilling, freezing coldness of winter. It is well known that extreme changes in temperature occur within a few hours in Texas and also in northern portions of the United States west of the Missouri River.

The water vapor of the atmosphere constitutes an important climatic element. The atmosphere contains a variable quantity of moisture resulting from vaporization of water through the action of heat, rendering it lighter than air. The higher the temperature of the air the more water vapor it can carry, and when increased to the point of saturation, if the temperature is lowered, condensation occurs and results in precipitation in the form of rain or dew, clouds or fog. A rise of temperature, therefore, renders the air drier and a lowering of temperature more moist. The greatest amount of evaporation being in equatorial regions produces the equatorial and polar atmospheric currents, which have an important climatic influence on contiguous land bodies. The average quantity of annual rainfall reaches the maximum in the Tropics, while the number of cloudy or rainy days gradually increases from the equatorial regions toward higher latitudes and decreases from the coasts to the interior of continents.

The heated waters of the Tropics, flowing away from the equatorial regions, are replaced by the colder waters of the polar currents. Moreover, the cold produced by radiation over the surface of the ocean and land adjoining lowers the temperature of the surface water, which sinks to greater depths, so that, even in the Tropics, deep-sea observations show the water below the surface to be increasingly cold toward the depths of the sea, where it approaches the freezing point. Local interisland currents, as the straits of San Bernardino and Surigao, materially modify the temperature of neighboring regions. The following are examples of the influence of marine currents: Washington, D. C., with cold winters and hot summers, is in the same latitude as San Francisco, whose mild winters and comparatively cold summers are due to the influence of the Japan current modified by its sweep across the northern Pacific. On one side of the Atlantic Ocean is Labrador, treeless and cheerless; on the other side, in about the same latitude, are the British Isles, with abundant vegetation and comparatively mild climate, which is due to the influence of the northern branch of the Gulf stream. Labrador is subjected to the influence of the cold Labrador or polar current.

In the classification of climates, based on the size and extent of masses of land, oceanic, insular, and continental, the climate of the Philippine Islands is largely that of the first two classes, oceanic and insular. Nowhere is the land distant from the seacoast more than 60 miles. The moderating influences of the great bodies of seawater are therefore operative. On account of climatic influences the climate of the Philippines is widely different from those of tropical Africa, South America, and Asia in the same latitude. As a rule the smaller the island the more equable the climate throughout the day and the year. The climate of the greater part of the Philippine archipelago is for this reason comfortable and hygienically favorable for the treatment of many diseases. In the temperate zone an insular, mild, or equable climate is frequently a health resort.

Observations of the Manila Observatory show that while the temperature as indicated by the thermometer at sea level is practically the same throughout the Philippine archipelago it is higher in some regions than in others during the months of April, May, and June, which cover the period of greatest heat.

During this hot season there is a mean temperature of about 87° in the northern part of the island of Panay and throughout the island of Luzón, except the highlands, and a portion of the provinces of Pampanga, Bulacan, Rizal, and Bataan.

During this period there is a mean temperature of about 83° in the parts of Luzón excepted above, including Manila, and the islands of Romblón and Cebú, the peninsula of Zamboanga, and the west coasts of Sámar, Negros, Panay, and Bohol.

A comparatively mild mean temperature of about 80° prevails during this period over the Sulu archipelago, the extreme southeast of Luzón, and the eastern portions of those islands south of Luzón and contiguous to the Pacific Ocean, viz, Sámar, Leyte, and Mindanao. If the readings of the thermometer for the elevated regions were included, these averages would be very considerably reduced.

Except for the months of April, May, and June, in the first and second regions named above, the mean temperature for the remaining part of the year at or near the sea level is about 80°. The observations of the Manila weather bureau further show that the annual variation of temperature is greater in the northern than in the southern part of the archipelago.

Some portions of the Philippine Islands are characterized by a rainy season and a dry season, the rainy season gradually beginning in June, being excessive usually in July, August, and September, and gradually decreasing to November, while in other parts of the archipelago there is a more even distribution of rain. Parts of the eastern coast of northern Luzón and the interior of Luzón, above 4,000 feet, the Pacific Ocean side of the archipelago, including the eastern portions of the islands of Masbate, Panay, and Bohol, are subject to the heaviest rainfall, amounting to over one hundred inches annually. In the other parts of the archipelago, including Manila, the mean annual rainfall is less than 100 inches, decreasing to about 35 inches at Zamboanga.

The soil of the Philippine Islands is of the great depth usually found in tropical countries where weather and surface decay are operative throughout the year, and is largely the decomposition product of volcanic rock, the humus lying above the subsoil. Philippine soils also occur, however, resulting from decomposition of igneous rocks other than volcanic or metamorphic, and ordinary stratified and coral formations.

The observations of the Manila weather bureau show a considerable difference in climate between the coastal regions of the islands of the archipelago and the elevated regions of the islands of Luzón and Mindanao. Mountain climate in these two islands is similar to that of Baguio, Luzón, whose altitude is 4,777 feet and whose average temperature and humidity are relatively low during the hot months of March, April, May, and June, owing to the prevailing winds blowing from the China Sea during that season. The climate of this region is ideal from November to June. The region consists of a rolling table-land well watered. The forests are of pine and the soil productive. The vegetation is similar to that of the temperate zone. The following table is made up from observations at Baguio, covering a period of two or three years:

Month.	Temperature (Fahrenheit).			Humidity.	Rainfall.	Rainy days.
	Mean.	Maximum.	Minimum.			
January.....	63.14	75.38	49.28	78.1	.92	4
February.....	60.98	73.94	45.68	77.3	.21	1
March.....	65.66	78.44	51.08	76.3	1.09	3
April.....	68.00	80.24	51.80	75.5	1.66	6
May.....	67.46	78.80	52.52	88.9	9.42	18
June.....	66.38	77.72	58.10	89.4	15.92	26
July.....	65.84	79.70	56.30	89.4	15.33	28
August.....	65.12	75.74	54.68	92.2	42.89	31
September.....	65.66	74.48	57.20	90.5	17.81	26
October.....	65.56	75.92	55.40	88.7	6.65	14
November.....	65.84	75.56	52.16	79.0	2.75	10
December.....	64.94	75.02	54.68	81.2	3.19	10
Year	65.48	76.82	53.24	83.0	117.84	177.

With a mean annual temperature of 80°, an annual average humidity of about 79 per cent, and an average annual rainfall of about 76 inches, Manila occupies an intermediate position in the archipelago, climatically as well as geographically. The average annual rainfall is less than that of Baguio (118.04), Albay (110.90), Negros (102.02), Singapore (93.22), Bombay (92.72), and Hongkong (86.85), and more than that of Batavia (71.15), San Isidro (70.71), Illoilo (69.85), Calcutta (60.83), New Orleans (60.30), Porto Rico (59.45), Joló (59.28), Tokyo (57.78), Habana (51.74),

Cebú (47.18), New York (44.70), Shanghai (44.06), Washington, D. C. (42.90), Honolulu (39.22), Key West (38.20), Zamboanga (34.89), Chicago (34.00), and San Francisco (23.40).

In Manila the average amount of sunshine, measured by hours, and its distribution, corresponds closely with the average clear and partly cloudy days for each month and for the year, as shown in the following table:

Month.	Average clear and partly cloudy days.	Month.	Average clear and partly cloudy days.
January.....	23.9	September.....	13.1
February.....	23.8	October.....	17.1
March.....	23.9	November.....	18.6
April.....	25.1	December.....	22.6
May.....	19.9		
June.....	17.3	Total.....	234.2
July.....	14.9	Average.....	19.5
August.....	14.0		

From this table it is seen that the minimum of clear and partly cloudy days in Manila occurs in September and the maximum in April.

The climate of Manila is quite fully demonstrated in the following table, made up from observations of the Manila weather bureau covering a period of over twenty years, giving the mean monthly and annual temperature, the mean daily, monthly and annual ranges of temperature, the normal average of the humidity, the normal amount of rainfall, and the average number of days of rainfall:

Month.	Temperature.					Mean humid- ity. ^a	Mean rain- fall. ^b	Mean rainy days.
	Mean.	Mean monthly maximum.	Mean monthly minimum.	Mean daily range.	Mean monthly range.			
January.....	°F. 77.18	°F. 89.78	°F. 64.22	°F. 13.68	°F. 25.56	77.6	1.14	5
February.....	78.08	91.22	64.40	15.30	26.82	74.2	.39	3
March.....	80.42	98.74	65.30	15.48	28.44	71.8	.73	3
April.....	83.12	95.90	69.44	16.02	26.46	70.7	1.12	4
May.....	83.84	96.98	72.86	12.60	24.12	76.7	4.00	9
June.....	82.40	95.00	72.68	10.80	22.32	81.4	9.75	16
July.....	80.96	92.30	72.32	9.00	19.98	84.8	15.00	21
August.....	80.96	91.40	72.14	8.64	19.26	84.8	14.22	21
September.....	80.78	91.94	72.32	8.28	19.62	85.5	14.75	20
October.....	80.60	91.94	70.52	10.08	21.42	82.7	7.55	16
November.....	79.16	89.96	68.54	10.26	21.42	82.0	5.37	12
December.....	77.36	89.78	64.94	11.16	24.84	80.7	2.29	8
Year.....	80.42	92.48	69.08	11.70	23.40	79.4	76.31	138

^a From observations covering the period 1883-1902.

^b From observations covering the period 1865-1902.

The normal monthly average relative humidity in Manila ranges from 70 to 85 per cent, with a normal average of less than 80 per cent, is lowest during the hot dry season when high temperature prevails, and highest during the rainy season when more moderate temperature prevails. The quantity of water vapor in the atmosphere thus affects the diurnal and yearly ranges of temperature, and particularly the "sensible" temperature. Air saturated with moisture feels hotter than the thermometer actually indicates, and if near the body temperature the cooling process by evaporation is completely checked.

Besides the amount of humidity in the atmosphere, "sensible" temperature depends upon many other factors, important in the Philippine Islands, not entering into temperature as recorded by the thermometer, viz., movements of air, exposure to direct rays of the sun, reflected heat, one's physical and mental condition, clothing, occupation, food, etc., variations in which tend to produce comfort or discomfort. These factors are given detailed consideration in another part of this paper.

The following is a comparative table with respect to temperature, humidity, and precipitation between Manila and five other tropical cities in the Far East:

City.	Latitude.	Temperature.			Relative humidity, annual normal.	Rainfall.		
		1901.		Annual normal.		Annual normal.	Rainy days.	
		Maximum mean.	Minimum mean.					
Singapore	1° 17' north	86.7	74.3	79.90	80.0	98.22	174	
Rangoon	16° 46' north	89.3	72.7	79.06	87.0	98.89	116	
Calcutta	22° 23' north	86.3	70.7	77.85	82.0	60.83	85	
Bombay	18° 58' north	85.5	74.7	79.88	78.0	82.72	76	
Batavia	6° 8' south	82.9	73.0	78.80	82.8	71.15	156	
Manila	14° 35' north	88.2	72.1	80.40	78.6	75.61	138	

Below is given a comparative table between the United States weather districts and Manila with respect to humidity and precipitation.

RELATIVE HUMIDITY.

Districts.	Normal.	1903.	Departures.				
			1903.			United States normal from Manila, 1904.	United States normal from Manila, 1904.
			From United States normal.	From Manila, 1903.	From Manila normal.		
New England	77	77	°F.	°F.	°F.	°F.	°F.
Middle Atlantic	74	74	+ 2.2	- 1.6	- 2.5	- 1.6
South Atlantic	77	76	- 8	- 4.6	- 5.5	- 4.6
Florida Peninsula	79	78	+ 1	- 2.6	- 2.5	- 1.6
East Gulf	75	76	+ 3.2	- .6	- .5	+ .4
West Gulf	74	74	+ 1	- 2.6	- 4.5	- 3.6
Ohio Valley and Tennessee	72	73	-	- .8	- 4.6	- 5.5
Lower Lakes	74	76	+1	- 1.8	- 5.6	- 7.5	- 6.6
Upper Lakes	77	76	+2	+ 1.2	- 2.6	- 5.5	- 4.6
North Dakota	72	72	- 1	- 1.2	- 2.6	- 2.5
Upper Mississippi Valley	72	74	- 2.8	- 6.6	- 7.5	- 6.6
Missouri Valley	69	72	+2	- .8	- 4.6	- 7.5	- 6.6
Northern Slope	61	68	+3	- 2.8	- 6.6	- 10.5	- 9.6
Middle Slope	62	66	+7	- 6.8	- 10.6	- 18.5	- 17.6
Southern Slope	62	64	+4	- 8.8	- 12.6	- 17.5	- 16.6
Southern Plateau	39	39	+2	- 10.8	- 14.6	- 17.5	- 16.6
Middle Plateau	50	53	+3	- 21.8	- 39.6	- 40.5	- 39.6
Northern Plateau	62	63	+1	- 11.8	- 15.6	- 17.5	- 16.6
North Pacific	80	80	+ 5.2	+ 1.4	+ .5	+ 1.4
Middle Pacific	71	69	-2	- 5.8	- 9.6	- 8.5	- 7.6
South Pacific	68	68	- 6.8	- 10.6	- 11.5	- 10.6
Departures.							
	Normal. ^a	1903.	Manila, 1903, from normal.			Manila, 1904, from normal.	
Manila	78.6	74.8				- 3.8	+ .9

^a From observations covering the period 1883-1904.

PRECIPITATION.

Districts.	Normal.	1903.	Departures.				
			1903.			United States normal from Manila, 1904.	United States normal from Manila normal.
			From United States normal.	From Manila, 1903.	From Manila normal.		
New England.....	43.0	38.7	Inches.	Inches.	Inches.	Inches.	Inches.
Middle Atlantic.....	43.8	43.8	—4.3	—1.9	—36.9	—41.0	—32.6
South Atlantic.....	52.0	47.6	—4.4	+ 3.2	—31.8	—40.2	—31.8
Florida Peninsula.....	51.0	48.1	—2.9	+ 7.0	—28.0	—32.0	—23.6
East Gulf.....	56.0	49.0	—7.0	+ 8.4	—27.5	—33.0	—24.6
West Gulf.....	43.2	38.2	—5.0	—2.4	—26.6	—28.0	—19.6
Ohio Valley and Tennessee.....	45.2	37.4	—7.8	—3.2	—37.4	—40.8	—32.4
Lower Lakes.....	35.4	35.3	—.1	—5.3	—40.3	—48.6	—40.2
Upper Lakes.....	32.2	31.6	—.6	—9.0	—44.0	—51.8	—43.4
North Dakota.....	18.9	21.3	+ 2.4	—19.3	—54.3	—65.1	—56.7
Upper Mississippi Valley.....	34.3	33.8	—.5	—6.8	—41.8	—49.7	—41.3
Missouri Valley.....	28.7	32.2	+ 3.5	—8.4	—43.4	—55.3	—46.9
Northern Slope.....	22.4	22.6	+ .4	—18.0	—58.0	—61.8	—53.2
Middle Slope.....	22.2	22.0	—.2	—18.6	—58.6	—61.8	—53.4
Southern Slope.....	23.2	23.4	+ .2	—17.2	—52.2	—60.8	—52.2
Southern Plateau.....	10.2	9.3	—.9	—31.3	—66.3	—73.8	—65.4
Middle Plateau.....	11.3	8.5	—2.8	—32.1	—67.1	—72.7	—64.3
Northern Plateau.....	15.6	12.7	—2.9	—27.9	—62.9	—68.4	—60.0
North Pacific.....	51.9	43.7	—8.2	+ 3.1	—31.9	—32.1	—23.7
Middle Pacific.....	29.4	24.0	—5.4	—16.6	—51.6	—54.6	—46.2
South Pacific.....	14.5	10.3	—4.2	—30.3	—65.3	—69.5	—61.1

	Nor- mal. ^a	1903.	Departures.	
			Manila, 1903, from normal.	Manila, 1904, from normal.
Manila.....	75.6	40.6	—35.0	+ 8.4

^a From observations covering the period 1865-1904.

As early as 1797, Heberden, and later, in 1863, Scoresby-Jackson, conducted investigations in England and Scotland, respectively, on the influence of cold on health, and reached the conclusion that "mean temperature and mortality from all causes had an inverse relationship below 50° F."

From the investigations of Buchan, Mitchell, and Pettenkofer the following general propositions were deduced:

(1) "A preternaturally dry air with a high temperature predisposes to the development of fevers and intestinal diseases."

(2) "A very moist atmosphere accompanied by a low temperature is likely to induce bronchial and rheumatic affections."

(3) "In summer and autumn the tendency to sickness and death is chiefly connected with the digestive organs."

(4) "In summer and autumn a rise of mean temperature above the average increases the number of cases of and mortality from diseases of the digestive organs."

(5) "A cool and rainy summer controls the prevalence and fatality of diarrheal diseases."

The effects of temperature in producing disease are often confounded with the change of temperature, the latter of which is perhaps the more important of the two.

Literature with reference to the effects of tropical climates upon the human body appears to be even more exhaustive than that applicable to the Temperate Zone.

It has been shown that the presence or absence of vegetation affects temperature, and that the condition and character of soil have an important relation to health, the influence of which is exerted mainly through the media of water and air.

Twenty years ago Parkes defined the effects of climate upon the human body to be "the sum of the influences which are connected with the solar agencies, the soil, the air, or the water of a place," and stated that: "The deaths in the West Indies were partly owing to the virulence of yellow fever * * * and the general excess of other febrile and dysenteric causes. The simple precautions which are efficacious in England have been as useful in the West Indies. Proper food, good water, pure air, have been supplied, and in proportion as they have been so the deadly effects attributed to climate have disappeared. The effect of a tropical climate is, so to

speak, relative. * * * Take away these sanitary defects, and avoid malarious soils or drain them, and let the mode of living be a proper one, and the European soldier does not die faster in the Tropics than at home."

Billings, writing at that time, and Williams at a later period, expressed substantially the same views.

Some authorities take the view that in certain portions of the Tropics, and under favorable conditions, acclimation is possible; this group includes Quatrefages, Berillon, Treille, Van der Berg, Overbeck de Meyjer, Schellong, Daübler, and Koch. Daübler says that "Health in the Tropics depends upon tropical hygiene and ethnic adaptability or acclimation, the manner of living playing the most important rôle." Stockvis and Below say without qualification that adaptation of Europeans to conditions in the Tropics is possible.

It is admitted that colonization has been successful in Queensland, Australia, lying between the parallels of 15° and 28° south latitude, a region partly tropical and partly subtropical, which increased in white population from 28,000 in 1856 to 343,000 in 1886. Queensland has as low a rate of mortality as Europe.

Daübler concluded that European colonization has been successful in certain subtropical and bordering-tropical regions. Virchow, Carey, Cosales, and Stanley give statistics in which they state that the European may, under proper sanitary conditions, transplant himself anywhere. Thomas says: "Under the tropical skies the climate is not an obstacle. The soil remains the only enemy we have to conquer." As to whether vital energy is sustained in the tropics, Stockvis says, "Not only is European acclimation in the Tropics possible, but also full colonization," his statements being based on "results of exact observations in the laboratory at Batavia as well as upon statistics of European colonization in South America." Felkin was able to conclude from his observations in Africa that "the adaptation of the white race to a tropical climate is possible," and Calvert concludes that it is practicable.

Nevertheless, the proposition early laid down that it is impossible for the white race to adapt itself to a tropical climate is supported by Lind, Saulnier, Divivier, Boudin, Helfft, Hirsch, and Röwer. Munson expresses similar views, but states that "it is not at all easy to say how much of the excess of mortality of Europeans in tropical and subtropical countries, over that of the natives, is simply attributable to climate per se and is consequently inevitable, or how much of it is the direct consequence of unsuitable habits of life and of the neglect of sanitary laws and of personal hygiene." Munson's statement to the effect that there is an excess of mortality among Europeans in tropical and subtropical countries over that of the natives does not appear to be borne out with respect to the Philippine Islands by the last published report of the board of health, which shows the death rate in Manila for the twelve months prior to September 1, 1903, as follows: Filipinos, 43.42; Chinese, 28.26; foreigners, 18.72; Americans, 14.80. Excluding cholera, the death rate for Americans for the same period was only 3.83. The comparative death rate of natives in the army seems to corroborate the report of the board of health in this matter. While it is true that the native is less susceptible to a few diseases than is the white race, the evidence is cumulative that the rate of mortality among the white race now living in the Tropics is less than that of the native population.

Conclusions as to the unhealthfulness of tropical climates appear to have been drawn principally from statistics relating to military organizations, and proper consideration does not appear to have been given to the fact that in many parts of the Tropics colonies of representatives of northern as well as of southern Europe have lived for years or for generations in comparative health and comfort in India, in the Straits Settlements, in the East Indies, and in the West Indies. This statement is amply verified in the history of cities of southern Asia, including Bombay and Calcutta, and of the islands of the East Indies, including Manila.

Referring to the problem of the relation of climate to health, Calvert sagely observes that "statistics of military operations possess practically no value in an inquiry of this nature, for troops campaigning in any country are most liable to diseases."

The classical proposition that a white man can not adapt himself to a tropical climate appears to be based partly on the experience gained in former times through exploration and attempts to colonize in the Tropics. The results were generally disastrous, and have not been forgotten, being constantly referred to as conclusive evidence of the impossibility of colonization by the white race in the Torrid Zone. Disease and death invariably accompany the invasion of an army into any country, whether it be in the Temperate or in the Torrid Zone. It is likewise true that, while great heat is borne by the system if the body temperature is kept down by abundant perspiration, and if the hot season is not of long duration, protracted residence in a region of great or intense heat appears to exercise a depressing influence, "lessening the nervous activity and impairing the great functions of digestion and respiration and sanguification, and probably the power of forming new and healthy tissue."

There are many parts of the Tropics, however, where the heat is not intense at any period of the year, or where the season of intense heat is not of long duration, in which the evidence is cumulative that the white race can live for an extended period without forfeiture of health or longevity. In the Tropics there has been a steady decrease in the amount of illness and in the death rate among Europeans in the colonial possessions of the British, Dutch, and French. There has been no material change in the climate either of the Temperate Zone or of the Tropics. As the climate has not materially changed, the reduction many fold in the amount of illness and the mortality rate must be accounted for largely by the observance in the Tropics of the hygienic measures of modern times which obtain in the Temperate Zone.

There has been improvement in health conditions in the United States, just as there has been more recently in the Tropics, with improvement in hygienic living and surroundings. A portion of the tropical world will probably continue to be unhealthful for Europeans until there can be observance of the rules of personal, domestic, and public hygiene. Insular and other portions of the Tropics, where the temperature, relative humidity, and soil conditions are favorable, are not shown to be essentially unhealthful.

For the period prior to 1900, there are "no statistical records of sanitary value" available for comparison of health conditions in the city of Manila or the Philippines. The report of the commissioner of public health for the year ended August 31, 1903, shows a steady improvement in general health conditions. Excluding cholera, which the commissioner states "is to be regarded as an exotic in the Philippine Islands," the general mortality rate decreased from 39.66 in 1900 to 29.45 in 1903. The death rates among Americans of 3.83 for the same period, and of 1.82 for the year ended August 31, 1904, were very much lower than the general mortality rates in Manila or most cities in the Temperate Zone. The American population, however, does not include the usual proportion of old and young persons, and some have returned to the United States on account of illness. From the best information obtainable, the mortality rates of infants and of old people among the whites are not greater than those in the United States, and the death rate of those who returned to the States is very low.

The mortality of infants under 1 year of age among the natives is shown to have been 40 per cent of the total number of deaths and to have exceeded "the combined mortality of Asiatic cholera, bubonic plague, smallpox, dysentery, malarial fever, typhoid fever, and beriberi." Attention is called to the fact that the general death rate in Ermita district, where reside a larger proportion of whites than in other districts of Manila, was 19.22, "about the same as that of the best modern cities." The excessive infant mortality among natives is due to the lack of proper care and food. The health reports show that of the total number of deaths in the city of Manila, approximately one-half occur "in the absence of any treatment of a qualified physician." The high death rate among the natives appears to be largely independent of climatic influences, and accounts for the islands being so sparsely inhabited. The population of Java, area 51,961 square miles, with similar climatic conditions, increased from about 17,291,000 in 1872 to 24,133,685 in 1891, while the population of the Philippines, with an area of 127,863 square miles (more than double the area of Java) is approximately 7,000,000, an increase since 1887 of only about 1,000,000.

With respect to cholera, smallpox, malaria, and beriberi, the commissioner of public health states:

"The Filipinos have been not only much more liable to contract cholera than are the Chinese or Americans, but * * * when they do get the disease, they are almost twice as liable to die therefrom. * * * The number of Americans who contracted the disease is unduly high; but the cases occurred largely among soldiers who entered native houses and partook of native foods and drinks in defiance of standing military orders."

"During the twelve months prior to September 1, 1903, there were 99 cases of smallpox in Manila, with 16 deaths, or no more than occur from this cause in various cities of the United States of equal size having a large dark-skinned population."

"Malarial disease is by no means as common or dangerous in the Philippines as in many other parts of the Tropics."

"Whites are relatively very insusceptible to the disease (beriberi), and but few cases occur among them."

Notwithstanding the unfavorable sanitary and hygienic conditions statistics of the board of health show, by comparison of death rates for other cities, that Manila in 1903 was more healthful than were in the preceding year or two Bombay and Calcutta, and compared favorably with Hongkong, Moscow, Trieste, Naples, Madrid, Cairo, Alexandria, New Orleans, Charleston, Memphis, and other cities in the Temperate Zone.

Referring to the health of the Army, the Surgeon-General states: "The sanitary improvements in the conditions of the soldiers have gradually lessened the rates of sickness and mortality since the war, and although a large proportion of the troops have been on practically war service in the Philippine Islands since 1898, the rates of sickness and mortality for the calendar year 1903 more nearly approach those of 1897—when the low death rate of 5.11 per thousand of strength for the whole Army was recorded—than at any time since the outbreak of the Spanish-American war. This is a most gratifying state of affairs, and it is hoped that with the present sanitary knowledge put to practical energetic use a further reduction in the rates of sickness and mortality in the Army will be effected."

Commenting on discharges for disability, the report of the Surgeon-General states: "It is true that with the most rigid examination some physically unfit men will be accepted. It is not believed, however, that one-third of the recruits who were afterwards discharged for disability during the year (1903) should have been passed physically."

The statistics of the Surgeon-General's reports do not give complete and exact data as to the comparative health conditions between American soldiers in the United States, American soldiers in the Philippines, and native soldiers in the Philippines. From information contained in the reports, however, it is inferred that while the amount of sickness in the islands among American soldiers and native soldiers is about the same, the mortality rate of the natives is higher than that of the Americans, and that at no equal period of time has the mortality rate on account of sickness in the Philippines been as high as it was during the civil war or during the Spanish-American war.

Asiatic cholera, yellow fever, dysentery, malarial fevers, and their sequelæ, which have occurred extensively in the United States and elsewhere in the Temperate Zone, as well as in the Tropics, are not the destroyers of former times. Yellow fever is not a factor in the health problem of the Philippines, and Asiatic cholera is now nonexistent in the islands.

As to malaria in tropical regions, the worst forms exist in Central America and along the banks of rivers and in great river deltas of Africa and South America. It is common in India, southern China, and in most parts of the East Indies; rare in Japan, Australia, New Caledonia, and some of the South Sea Islands, and practically unknown in the Hawaiian Islands, Samoa, and New Zealand. In Manila and the greater portion of the Philippines where Americans are required to live, malaria does not seriously affect the health of the white man who observes the reasonable hygienic measures which are required to be free from this disease during part or all of the year in many portions of the United States. The difference between the care of troops in modern times and formerly is illustrated by an incident in Ceylon where in former times it is shown that at a certain station out of a total strength of 254 men all contracted malarial fever and 205 died, whereas the admissions for this disease in Ceylon in 1898 were only 71 per thousand. Malarial infection is said to have caused the death of Cromwell and James I.

Dysentery and other intestinal diseases in the Philippines are becoming less frequent in proportion as there is increased observance of domestic hygiene. The important diseases which are limited to the Tropics are few. The great proportion of the decimating diseases have been more or less common in both the Tropics and the Temperate Zones. As increased temperature and humidity, however, favor putrefactive changes and the growth and development of micro-organisms, some diseases are more prevalent in the Tropics than elsewhere. On the other hand, sunshine with little moisture, and periodic heavy rainfall, are health-promoting agencies. In the greater part of the Philippines, as in the greater part of the United States, the question of climate in its relation to health appears to resolve itself principally into the ability of man to circumvent disease through sanitary and hygienic measures.

It has been demonstrated in the Philippines that bubonic plague can be controlled by preventive measures, although it is an extremely fatal disease, as is cholera. Fortunately, however, comparatively few Europeans in the Philippines were attacked by cholera during its recent visitation and fewer still by bubonic plague, only those suffering from disease whose manner of living is most unsanitary or who fail to observe reasonable hygienic precautions.

Of three great ravaging diseases in the United States, viz., tuberculosis, enteric fever, and pneumonia, tuberculous cases among Americans in the Philippines are less frequent than in the United States, and enteric fever and pneumonia are comparatively rare. In Manila for the year ended August 31, 1904, but 2 deaths occurred from enteric fever and 2 from pneumonia among the European or foreign population, including Americans.

The greatly increased amount of sickness and death from intestinal diseases during the hot season in the United States, and from respiratory diseases on account of the

cold, damp, and changeable weather of the winter and spring seasons, together with many diseases which are rare or unknown in the Philippines but prevalent in the United States, are important considerations when comparing the healthfulness of the climate of the Philippines with that of the United States.

Among the more or less prevalent diseases in the United States which appear to be comparatively rare or unknown in the Philippine Islands are gout, rheumatism, rheumatoid arthritis, neuralgia, cancer, enteric fever, relapsing fever, rubeola, scarlatina, diphtheria, rabies, and nearly all diseases of the respiratory system.

The character of dwellings with respect to structure, arrangement, and sanitary features is important from the standpoint of health and comfort. A house can not be said to be in a hygienic condition which is so constructed as to prevent the sun's rays from reaching every portion of the interior when desired. An old Italian proverb has it, "Where the sun does not enter the physician will." Mrs. Hemans said:

Thou art no loiterer in monarch's hall,
A gift thou art and a joy to all,
A bearer of hope by land and sea,
Sunbeam, what gift hath the world like thee?

In a tropical climate, a house properly constructed and located, with a sufficient space around it to insure free circulation of air, will have at any time of day or night some portion comparatively cool and comfortable. As the relative humidity of the air is greater near the surface of the earth during the night when the temperature is at or near the daily minimum, approaching the dew point, dwellings in the Tropics should be so constructed that the sleeping rooms are as far above the ground as practicable. A considerable proportion, approximately one-third, of the volume of soil consists of air. It is a common occurrence in the Philippines to observe a house built on damp soil with the subsoil water near the surface, a depository of organic matter, the inhabitants being subjected to the emanations from the soil, especially at night, through open floors, putrefaction being active in the soil.

While the so-called "miasma" and "effluvia" possess little value as definite etiologic factors of disease, the high specific gravity of certain noxious gases renders their presence in the air, as well as that of organic matter, harmful to those who sleep upon or near the ground.

In the Tropics especially, in addition to a proper sewerage system, a sanitary abode seems to require good drainage, elevation, with the ground under and immediately around the house surfaced with concrete or other impervious material, tight floors, and thorough ventilation. The prevailing absence in the Philippines of these sanitary conditions is an important etiological factor of disease, closely allied to medical climatology, and is entitled to careful consideration in any discussion of climate in its relation to health.

As the surroundings of a dwelling should lend much to health and comfort, the ground should slope away from the house, carrying all surface water to a distance, and the intense light of the dry season be softened by the presence of lawns and shrubbery around the dwelling. A pleasing landscape, with the soothing influence of its predominating color of green, appears to have been regarded as of very little importance in Manila. It is unfortunate that in these islands, where the benefits of plant life are so easily obtainable with a minimum of effort, there are not more habitations surrounded by lawns and flower gardens.

Medical climatology also involves the matter of a pure and abundant water supply, which is an important factor in the healthfulness of any locality. Because of the pathogenic organisms which water frequently contains, many refrain from drinking a sufficient amount of wholesome water and incline to the excessive use of alcoholics. Hydrotherapy in the Tropics seems to be particularly appropriate. It appears to be the consensus of opinion among medical men that, as a rule, the quantity of pure, wholesome water is of more value than the medicinal virtues of the water of this or that mineral spring. The frequent excessive use of alcoholics and the tendency to abstain from drinking water on account of the danger of contracting disease thereby has claimed the attention of investigators.

Wulffert, of Berlin, describes the effect of alcohol in the Tropics upon the digestive organs, nervous system, and the heart, and comes to the conclusion that these organs are hampered by its use in their effort at adaptation to the hot climate, regulation of bodily heat being disturbed, excessive perspiration induced, and the organs weakened as to power of overcoming disease. Similar conclusions are reached by other physicians, among them being Fiebig, Rudel, Anschutz, Schwalbe, and Breitenstein. Fiebig states that of 40 cases of "black-water fever" which he treated in the Tropics all were alcoholics. From his investigations Wulffert concludes that the obstacles which oppose acclimation are those which are presented by local conditions—example, malaria, and those which lie in the colonizer himself—example, the

alcohol habit, and that "a white people addicted to the alcohol habit can never hope to settle tropical countries," and recommends as preparatory measures for life in the Tropics:

- "(1) Vigorous bodily work or sport in the open;
- "(2) The use of the system of diet recommended for the Tropics by Rubner; a system which he considers as not unsuitable also to the Temperate Zone;
- "(3) Complete abstinence from intoxicating liquors."

Referring to the prevalence of alcoholism, Munson states: "In the military service, the abuse of alcoholic liquors is one of the most potent factors by which efficiency is impaired; and in the past its effects were so apparent that drunkenness was largely looked upon as a distinctively military failing. Its influence as well as its prevalence is indifferently shown by military statistics, for all drinking men do not enter hospital for alcoholism, and a certain proportion of drunkards succumb to such various diseases as gastritis, cirrhosis of the liver and nephritis, in the development and ultimate result of which the use of intoxicants has probably played no minor part; further, the term alcoholism includes many pathological conditions and their symptoms; these varying according to the quantity of alcohol taken and the manner in which it is consumed."

In a climate like that of the Philippines there is little excuse for being deprived of an abundance of air indoors, or for overcrowding and little ventilation. The conditions are favorable to living practically in the open air night and day.

Even in the time of Hippocrates the stated laws of health recognized a proper relation between food and drink and exercise, expressed by the formula "temperance and exercise."

The climate of the Philippines is favorable in that exercise can be taken practically in the open air at all times of the year, where properly constructed and healthful habitations are available. Abnormal physiologic function in the Tropics is believed to be due largely to the lack of physical exercise.

Parkes estimates that "every healthy man ought to take daily an amount of exercise equivalent to 150 tons lifted 1 foot, or a walk of about 9 miles," which is practically equivalent to the average demands of a majority of trades and manual occupations.

In addition to shelter and surroundings, the influence of climate is further modified by the appropriate use of food and clothing. Climatic conditions appear to be more favorable in the Philippines than in the Temperate Zone for the observance of the hygiene of clothing.

Notwithstanding the climate of the Philippines is commonly referred to as enervating, Americans connected with the public service, whether engaged upon work in offices or upon work requiring their presence in the open air, have probably on the average accomplished more in the islands than is ordinarily accomplished at home in similar lines of work. Regular habits, the leading of a temperate life, and the absence of indulgence in excesses have much to do with one's health in any country. The climate of these islands should not be held responsible for illness or physical breakdown due to those excesses which tend to physical demoralization in the Temperate Zone. Absence from home environment and restraints probably accounts for a large number of Americans who, by plunging into excesses of various kinds, caused their own physical demoralization and failure.

It should be remembered that there is no place even in the Temperate Zone suitable for and agreeable to all persons. There are so great a variety and so many degrees of physical obliquity that no single combination of climatic influences, however favorable, can be found to meet all conditions. Because the climate of the Philippine Islands does not agree with some even who take reasonable care of themselves does not necessarily indicate that the climate is unhealthful. The physical condition of many improves after coming to the islands and that of others remains normal.

As a general rule, the appearance of Europeans living in the Tropics seems to indicate an anæmic condition. The "cry of the system for better blood" expressed in the form of neuralgia is, however, rare. In this connection, Cabot states: "The most striking example of the fallacy of judging of anæmia by the color of the skin and mucous membranes is the so-called 'tropical anæmia.' Practically all persons belonging to white races who take up their abode in the Tropics acquire after a term of years an extreme pallor of the skin and mucous membranes, and this appearance has usually received the title of 'tropical anæmia.' It turns out, however, from the careful studies of several different investigators, that the blood of such persons shows absolutely no anæmia or other variation from the normal. The appearance of the skin is probably due to the action on the peripheral nerves and vessels. Tropical anæmia is a condition not of the blood, but of the skin and subcutaneous tissues." These views are confirmed by the more recent studies of Phlen, Marestang, Gringus, and Eijkmann. Gottstein concludes that "as a result of long residence in the

Tropics * * * neither a quantitative change of the blood nor a reduction in the number of its cells or its hemoglobin-content takes place." These conclusions are verified by the following results of examinations recently made by Mr. M. T. Clegg, under the direction of the Acting Superintendent of Government Laboratories, of 23 employees of the Philippine civil service, selected at random, who have been continuously in the Philippine Islands for over four years.

General health.	Age.	Continu- ous resi- dence.	Weight on arrival.	Weight at present.	Red blood corpuscles per mm ³ .	Specific gravity of blood.	Hem- oglo- bin estimate.	Color index.
Feeling of debility dur- ing past three months.	27	4 $\frac{1}{2}$	128	152	5,000,000	1,060	100	1.00
Has feeling of debility at times.....	32	6	140	150	5,000,000	1,060	100	1.00
Good.....	33	5 $\frac{1}{2}$	155	150	4,800,000	1,060	100	1.00+
Has had typhoid fever and dysentery.....	28	6 $\frac{1}{2}$	160	210	5,000,000	1,060	100	1.00
Has had dengue.....	33	6	157	197	5,000,000	1,060	100	1.00
Has had dysentery.....	34	6	158	123	4,000,000	1,056	80	1.00
Has had typhoid.....	30	5 $\frac{1}{2}$	137	135	5,000,000	1,060	100	1.00
Malarial fever, 1900.....	30	5 $\frac{1}{2}$	170	175	4,500,000	1,056	80	.90
Good.....	30	5 $\frac{1}{2}$	160	172	4,800,000	1,059	95	1.00
Do.....	32	6	180	160	5,000,000	1,060	100	1.00
Do.....	25	6	160	150	4,500,000	1,059	95	1.00
Fair.....	28	6 $\frac{1}{2}$	132	134	4,500,000	1,056	80	.90
Good.....	34	5 $\frac{1}{2}$	148	148	4,800,000	1,059	95	1.00+
Do.....	30	5 $\frac{1}{2}$	156	148	4,500,000	1,059	95	1.00
Do.....	38	6	126	142	4,800,000	1,059	95	1.00+
Do.....	33	6	178	164	5,000,000	1,060	100	1.00
Do.....	33	4 $\frac{1}{2}$	170	182	5,000,000	1,060	100	1.00
Do.....	28	6	140	135	4,800,000	1,059	95	1.00
Do.....	33	6	145	164	4,500,000	1,057	85	.95
Do.....	31	6 $\frac{1}{2}$	155	156	4,800,000	1,059	95	1.00
Eight days with cholera.....		4 $\frac{1}{2}$	157	186	5,000,000	1,060	100	1.00
Good.....		6 $\frac{1}{2}$	120	145	5,000,000	1,060	100	1.00
Do.....	28	6 $\frac{1}{2}$	185	156	4,800,000	1,059	95	1.00
Average	30.9	5.8	152.9	157.5	4,786,956	1,059	95	

NOTE.—Hammerschlag's method was used in estimating specific gravity and hemoglobin.

Cantlie observes that about two years are required for acclimation of the white man in the Tropics, after which good health is a reasonable expectation. Calvert makes a similar observation. These views seem to be borne out by statistics of the board of health of the Philippines, ^a which show the general average of sick days per year for five years for each American employee connected with the civil service of the Philippine government, as follows: First year, 4.80; second year, 7.63; third year, 4.47; fourth year, 0.81; fifth year, 0.03. Further corroboration is found in the following reported by Marston, showing the death rate of British white troops in India per thousand based upon statistics for a period of eight years prior to and including 1884: First and second years of service, 6; third to sixth years of service, inclusive, 1.88; seventh to tenth years of service, inclusive, 0.73.

The period of foreign service of the United States Army being two or three years, appears to cover practically the usual period of acclimation. The conclusion appears to be reasonable that the fourth and fifth years of residence in the Philippines are more agreeable from the standpoint of health than any of the preceding years, as is indicated by the board of health statistics, a large proportion of the personnel of the Philippine civil service having been recruited from officers and enlisted men of the volunteer establishment of the Army. The views expressed by the president of this medical association, Doctor McDill, in his annual address, are in accord with conclusions reached by other observers.

The influence of the climate of the Philippines from a surgical point of view is clearly expressed by Maj. J. M. Banister, of the Medical Corps of the Army, in the following propositions:

"1. Aseptic results will just as surely follow aseptic methods in the Philippines as in the United States or Europe.

"2. Should septic infection occur in any clean case subjected to operation in the Philippines, blame the technique, not the climate.

"3. Successful attainment of the object for which the operation has been undertaken will follow careful and skillful surgery in the Philippines with the same regularity that we have been accustomed to observe in such work at home.

^a Results of a preliminary study of the health of Americans in Manila.

"4. Convalescence after surgical operations in the Philippines is rapid and satisfactory when such operations have been carefully and skillfully performed.

"5. The danger of mortality after a skillfully performed surgical operation in which all the details of a rigid aseptic technique have been carried out is not increased by the influences of the climate of the Philippines unless the patient is at the same time the victim of some other serious disease."

Similar views are expressed by the attending physician and surgeon, Civil Hospital, in his report submitted in 1903 to the secretary of the interior.

Major-General Wood, governor of the Moro Province, in his annual report to the governor-general, states: "There is nothing in the climate of this portion of the islands which prohibits a long residence here. The British residents of North Borneo and the Malay Peninsula and the Dutch in Java manage to live apparently very contented and healthy lives in those countries, which are hotter than any portion of the Philippine Islands. While the service is in a way severe it does not seem to deter the average Englishman or Dutchman from competing eagerly for positions in the government of the colonies, and it is believed that Americans can live and do good work where any other white race can. A moral life with plenty of hard work will be found to counteract in most cases the so-called demoralizing effects of the Philippine climate."

The revelations of bacteriologic research of the last few years, arming man with a knowledge of the causative factors of many tropical diseases, have diminished the importance of their geographic and meteorologic relations, have destroyed theories of the climatic origin of disease, and thereby robbed the tropical region of many of its terrors, such as yellow fever, malaria, Asiatic cholera, and dysentery. Among Americans the late lamented Maj. Walter Reed and his coadjutors did monumental work along this line in Cuba and the army laboratory at Washington. The preliminary work of the bacteriologists and pathologists connected with this magnificent and splendidly equipped new laboratory ^a in the Far East gives every indication that the research work already inaugurated will show brilliant results and add new names to the long list of investigators whose work and discoveries in the field of preventive medicine deserve the gratitude of the whole world.

CONCLUSIONS.

(1) With respect to the principal climatologic factors—temperature, humidity, and atmospheric movements—the climate of the Philippine Archipelago is not extreme, and occupies an intermediate place in tropical climates, as it is distinctly insular in character, the greater portion of the land area being not far distant from the ocean. There are other modifying influences which obtain in portions of the archipelago, such as general oceanic and local interisland currents, prevailing winds, elevation, the state of cultivation and drainage of the soil, and the presence of forests and other plant life.

(2) Excluding localities in the Tropics characterized by excessive heat, high relative humidity, or unhealthful soil conditions, acclimation or physiologic adaptation of the white man to tropical environment is possible.

(3) If acclimation is possible, colonization is possible.

(4) Failures of the white race to live in the Tropics and maintain health, excluding localities indicated in the second conclusion, appear to have been due principally of nonobservance of the rules of personal, domestic, and public hygiene.

(5) As a rule, Americans appear to become acclimated in the Philippines during the third year of residence.

(6) With sanitary surroundings and by observing the rules of personal and domestic hygiene, residence of Americans in the Philippine Islands appears to be attended with as little danger of disease and death as residence in the United States under similar sanitary conditions.

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^aThe second annual meeting of the Philippine Islands Medical Association was held in the new laboratory building of the bureau of government laboratories in Manila.

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EXAMINATIONS AND APPOINTMENTS.

The following table shows the results of all examinations (noneducational excepted) held by the Philippine civil service board during the year ended June 30, 1905:

Examinations.	For original appointment.			For promotion or transfer.			Total.		
	Examined.	Passed.	Per cent passed.	Examined.	Passed.	Per cent passed.	Examined.	Passed.	Per cent passed.
<i>Held in Manila.</i>									
(1) Apprentice.....	47	2	4	47	2	4
(2) Aprendiz.....	50	18	36	50	18	36
(3) Assistant.....	1	1	100	18	7	54	14	8	57
(4) Auditing clerk.....	1	1	100	1	1	100
(5) Bookbinder, junior.....	1	1
(6) Encuadernador auxiliar.....	13	7	54	13	7	54
(6) Bookkeeper.....	20	4	20	4	1	25	24	5	21
(7) Tenedor de libros.....	1	1
(8) Buyer.....	1	1	100	1	1	100
(7) Clerk, first grade.....	294	133	45	129	46	36	423	179	42
(7) Primer grado.....	59	4	7	28	1	4	85	5	6
(8) Clerk, second grade.....	554	163	29	96	20	21	650	183	28
(8) Segundo grado.....	730	287	39	109	43	39	839	380	39
(9) Clerk, third grade.....	430	85	20	10	4	40	440	89	20
(9) Tercer grado.....	492	321	65	21	6	29	518	327	64
(10) Compositor.....	1	1	100	1	1	100

Examinations.	For original appointment.			For promotion or transfer.			Total.		
	Examined.	Passed.	Per cent passed.	Examined.	Passed.	Per cent passed.	Examined.	Passed.	Per cent passed.
<i>Held in Manila—Continued.</i>									
(11) Compositor, junior.....	1	1	100				1	1	100
(11) Cajista auxiliar.....	28	28	82				28	23	82
(12) Disbursing officer.....	1	1	100				1	1	100
(13) Draftsman, architectural.....	1						1		
(14) Engineer, civil.....	10	6	60	1	1	100	11	7	64
(15) Fireman, first class.....	53	48	91				53	48	91
(16) Hospital attendant.....	23	20	87				23	20	87
(17) Inoculator.....	6	1	17				6	1	17
(18) Inspector of boilers, assistant.....	8	4	50				8	4	50
(18) Inspector auxiliar de calderas.....	3	3	100				3	3	100
(19) Inspector, building.....	4	1	25				4	1	25
(20) Inspector of hulls, assistant.....	3	3	100				3	3	100
(20) Inspector de cascos de embarcación.....	2	1	50				2	1	50
(21) Inspector, medical.....	4	2	50	1			5	2	40
(22) Inspector, post-office.....				7	3	43	7	3	43
(23) Inspector, sanitary.....	3	2	67	2	1	50	5	3	60
(24) Inspector, street.....					1		1		
(25) Interpreter.....	12	8	67	10	3	30	22	11	50
(25) Intérprete.....	6	4	67	5			11	4	36
(26) Interpreter, junior.....	6	3	50	6	2	33	12	5	42
(26) Intérprete auxiliar.....	3	2	67				8	2	67
(27) Law clerk.....	2	2	100				2	2	100
(28) Nurse, trained.....	2	2	100				2	2	100
(29) Patrolman, first class.....	59	50	85				59	50	85
(29) Policia de tercera clase.....	106	73	69				106	73	69
(30) Roundsman.....				41	29	71	41	29	71
(31) Roundsman, second class.....				38	13	34	38	13	34
(32) Sergeant, police.....				15	15	100	15	15	100
(33) Sergeant, police, second class.....				12	7	58	12	7	58
(34) Lieutenant, police.....				2	2	100	2	2	100
(35) Captain, police.....									
(36) Prison guard.....	55	46	84				55	46	84
(36) Guardia de prisión.....	54	26	48				54	26	48
(37) Stenographer.....	23	5	22	2			25	5	20
(37) Taquígrafo.....	7	1	14	7			14	1	7
(38) Supply officer.....	9	5	56				9	5	56
(39) Surveyor.....	7	4	57	1			8	4	50
(39) Agrimensor.....	8						8		
(40) Teacher.....	2			9	7	78	11	7	64
(41) Teacher of domestic science.....	5	4	80				5	4	80
(42) Teacher, Filipino.....	195	42	22	6			201	42	21
(43) Teacher of music.....	1	1	100				1	1	100
(44) Translator.....	11	4	36	8	2	25	19	6	32
(44) Traductor.....	7	1	14	2			9	1	11
(45) Translator, junior.....	7			2			7		
(45) Traductor auxiliar.....	6	1	17	1			7	1	14
(46) Typewriter.....	6	2	33	4	1	25	10	3	80
(46) Escribiente á máquina.....				2			2		
(47) Apuntador auxiliar.....	6	3	50				6	3	50
(48) Cartero.....	48	8	17				48	8	17
(49) Delineante arquitectónico auxiliar.....	4						4		
(50) Delineante mecánico auxiliar.....	1						1		
(51) Delineante topográfico auxiliar.....	12	5	42				12	5	42
(52) Electrotipo auxiliar.....	1	1	100				1	1	100
(53) Escribano.....	12	3	25	1	1	100	13	4	31
(54) Escribiente á máquina auxiliar.....	24	4	17	2			26	4	15
(55) Fotograbador auxiliar.....	1						1		
(56) Inspector de contadores de aguas.....	16	1	6				16	1	6
(57) Montero.....	39	12	31	1	1	100	40	13	83
(58) Prensista auxiliar.....	1	1	100				1	1	100
English.....	1,868	657	35	433	172	40	2,301	829	36
Spanish.....	1,740	810	47	177	52	29	1,917	862	45
Total.....	3,608	1,467	41	610	224	37	4,218	1,691	40
<i>Held in provinces.</i>									
(2) Assistant.....							47	85	74
(5) Bookkeeper.....	8	1	33	47	85	74	4	1	25
(5) Tenedor de libros.....	1			1			1		
(7) Clerk, first grade.....	89	38	45	41	15	37	130	55	41
(7) Primer grado.....	46	9	20	40	9	23	86	18	21
(8) Clerk, second grade.....	310	81	26	40	16	40	350	97	28
(8) Segundo grado.....	564	187	33	289	60	25	803	247	31
(9) Clerk, third grade.....	303	78	26	2			305	78	26

Examinations.	For original appointment.				For promotion or transfer.				Total.			
	Examined.		Passed.		Examined.		Passed.		Examined.		Passed.	
	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.
<i>Held in provinces—Continued.</i>												
(9) Tercer grado	655	340	52	52	29	56	707	369	52	52	52	52
(14) Engineer, civil	4	2	50	1	—	—	5	2	40	40	40	40
(16) Hospital attendant	1	1	100	—	—	—	1	1	100	100	100	100
(22) Inspector, post-office	—	—	—	4	2	50	—	—	2	50	50	50
(25) Interpreter	—	—	—	2	2	100	2	2	2	2	100	100
(69) Scientific aid	1	—	—	—	—	—	1	—	—	—	—	—
(39) Surveyor	1	1	100	—	—	—	1	1	1	1	100	100
(40) Teacher	13	5	38	40	23	58	58	28	28	58	58	58
(42) Teacher, Filipino	893	216	24	70	26	37	963	242	25	25	25	25
(44) Translator	5	1	20	2	—	—	7	1	14	14	14	14
(44) Traductor	—	—	—	2	1	50	2	1	1	50	50	50
(46) Translator, junior	7	1	14	4	—	—	11	1	9	9	9	9
(45) Traductor auxiliar	6	1	17	—	—	—	6	1	17	17	17	17
(53) Excribano	11	4	36	2	—	—	13	4	31	31	31	31
(57) Montero	20	5	25	—	—	—	20	5	25	25	25	25
English	1,630	425	26	254	119	47	1,884	544	29	29	29	29
Spanish	1,303	546	42	335	99	30	1,638	645	39	39	39	39
Total	2,933	971	33	589	218	37	3,522	1,189	34	34	34	34

Filipinos taking examinations in English during the year ended June 30, 1905.

Examinations.	For original appointment.				For promotion or transfer.				Total.			
	Examined.	Passed.	Per cent passed.	Examined.	Passed.	Per cent passed.	Examined.	Passed.	Examined.	Passed.	Per cent passed.	
	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.
<i>Held in Manila.</i>												
Apprentice	42	2	5	—	—	—	—	—	42	2	5	—
Bookbinder, junior	1	—	—	—	—	—	—	—	1	—	—	—
Clerk, first grade	17	2	12	19	6	32	36	8	22	8	22	22
Clerk, second grade	382	18	54	15	6	96	20	21	458	18	74	16
Clerk, third grade	386	13	77	3	20	23	10	3	396	18	80	23
Compositor, junior	1	1	100	—	—	—	—	—	1	1	100	100
Engineer, civil	3	1	33	—	—	—	—	—	3	1	33	33
Inspector, sanitary	6	4	67	6	2	33	12	6	1	50	50	50
Interpreter	2	1	100	6	2	33	8	1	2	1	25	100
Surveyor	2	—	—	—	—	—	2	—	—	—	—	—
Teacher, Filipino	121	74	35	7	29	9	6	—	127	74	35	9
Translator	6	1	17	4	2	50	10	3	30	3	30	30
Translator, junior	6	—	—	2	—	—	8	—	—	—	—	—
Typewriter	—	—	—	2	—	—	2	—	—	—	—	—
Roundsman, second class	—	—	—	38	13	34	38	—	18	13	34	34
Sergeant, second class, police	—	—	—	12	7	58	12	7	—	58	58	58
Lieutenant, police	—	—	6	1	17	—	6	1	17	1	17	17
Total in Manila	955	106	177	12	19	11	208	56	27	1,163	106	233
	12	19	11	208	—	—	—	—	—	20	11	—
<i>Held in provinces.</i>												
Clerk, first grade	29	2	1	50	10	1	4	1	40	100	39	2
Clerk, second grade	270	18	68	2	25	11	34	1	11	1	79	3
Clerk, third grade	280	21	74	2	26	10	2	—	304	19	26	16
Bookkeeper	—	—	—	—	—	—	—	—	282	21	74	26
Scientific aid	1	—	—	—	—	—	—	—	1	—	—	—
Teacher, Filipino	712	181	176	40	25	22	59	11	24	2	771	200
Translator	4	—	—	—	—	—	1	—	5	—	42	26
Translator, junior	6	1	17	3	1	—	—	—	9	1	11	11
Total in provinces	1,302	222	319	45	25	20	110	14	39	4	1,412	236
	22	17	318	14	95	4	35	29	—	25	358	49
Grand total	2,257	328	496	57	22	17	—	—	2,576	342	591	61
	—	—	—	—	—	—	—	—	—	28	18	18

Recapitulation of examinations.

	For original appointment.			For promotion or transfer.			Total.		
	Examined.	Passed.	Per cent passed.	Examined.	Passed.	Per cent passed.	Examined.	Passed.	Per cent passed.
During the year:									
English.....	3,498	1,082	31	687	291	42	4,185	1,373	33
Spanish	3,043	1,356	45	512	151	29	3,565	1,507	42
Total	6,541	2,488	37	1,199	442	37	7,740	2,880	37
Previously examined:									
English.....	4,862	2,711	56	1,596	883	55	6,458	3,594	56
Spanish	8,663	4,148	48	1,298	604	47	9,961	4,752	48
Total	13,525	6,859	51	2,894	1,487	51	16,419	8,346	51
Total English	8,360	3,793	45	2,283	1,174	51	10,643	4,967	47
Total Spanish	11,706	5,504	47	1,810	755	42	13,516	6,259	46
Grand total.....	20,066	9,297	46	4,098	1,929	47	24,159	11,226	46

Original appointments made in the Philippine civil service during the year ended June 30, 1905.

CERTIFICATION BY THE CIVIL-SERVICE BOARD.

Position.	From English registers.	From Spanish registers.	Total.
Apprentice			18 18
Assistant	1		1 1
Baker	1		1 1
Blacksmith	3		3 5
Bookbinder, junior	2		2 5
Bookkeeper	3		3 3
Carpenter	82	5	87 87
Clerk, first grade	78	176	254 254
Clerk, second grade	24	171	196 196
Clerk, third grade	1		1 1
Collector of natural history specimens, assistant	1		1 1
Compositor		14	14 14
Compositor, junior		17	17 17
Customs guard	1		1 1
Disbursing officer		3	3 3
Draftsman, junior architectural		1	1 1
Draftsman, junior mechanical		5	5 5
Draftsman, junior topographical	2		2 2
Engineer, civil	2		2 2
Engineer, steam		3	3 3
Engineer, assistant steam		1	1 1
Engineer, junior steam		1	1 1
Engineer of cutter		1	1 1
Engineer of launch	1		1 1
Engineer of road roller	17		17 17
Fireman, first class		13	13 13
Fireman, second class	1		1 1
Foreman of coaling station	2		2 2
Foreman of corral		1	1 1
Foreman of laborers	1		1 1
Foreman of prison labor	3		3 3
Foreman of roads	1	1	1 2
Foreman of sewers		1	1 1
Foreman of shops	17		17 17
Hospital attendant	1		1 1
Inoculator		1	1 1
Inspector of boilers	1		1 1
Inspector of bridges		1	1 1
Inspector of hulls		2	2 2
Inspector, sanitary	1	6	7 7
Interpreter		1	1 1
Interpreter, junior		1	1 1
Interpreter, junior Chinese	1		1 1
Interpreter and translator		1	1 1
Lineman		5	5 5
Machinist		2	2 2
Machinist, assistant		1	1 1
Machinist, junior		1	1 1

Original appointments made in the Philippine civil service during the year ended June 30, 1905—Continued.

CERTIFICATION BY THE CIVIL-SERVICE BOARD—Continued.

Position.	From English registers.	From Spanish registers.	Total.
Mail-bag repairer.....	1		1
Mail carrier		3	3
Manager operator.....	3		3
Master lineman	4		4
Master of cutter	2	1	3
Master of launch.....	1	3	4
Mate of cutter.....	1	2	3
Mate of launch.....	1		1
Messenger.....		13	13
Nurse, trained.....	1		1
Oiler.....		1	1
Overseer.....		1	1
Patrolman, first class.....	27		27
Patrolman, third class.....		43	43
Pipefitter.....		1	1
Prison guard.....	17	21	38
Ranger.....		6	6
Stenographer.....	4	2	6
Stenographer and typewriter.....	1		1
Surveyman.....		1	1
Surveyor.....	5		5
Teacher.....	8		8
Teacher, Filipino.....	55		55
Teacher, normal school graduate.....	18		18
Teacher of domestic science.....	1		1
Teamster.....	27		27
Tinsmith.....		1	1
Translator, junior.....		2	2
Typewriter.....	1		1
Typewriter, junior.....		4	4
Upholsterer.....		1	1
Watchman.....	9	2	11
Water tender.....	1		1
Total	437	565	1,002

APPOINTMENTS MADE THROUGH CHANGES IN THE SERVICE.

Nature of change.	English registers.	Spanish registers.	Total.
Promotion.....	1,016	873	1,889
Reduction.....	38	49	87
Transfer.....	265	193	458
Reinstatement.....	74	65	139
Total	1,393	1,180	2,573

Appointments made in the United States.

Position.	Number.
ORIGINAL.	
Assistant	2
Bookbinder	1
Bookkeeper	4
Botanical collector	1
Chemist, physical	1
Chief, assistant, bureau of agriculture	1
Compositor	1
Engineer, civil	6
Field assistant, forestry bureau	2
Geologist and paleontologist	1
Inspector, forestry	1
Inspector, medical	4
Librarian	1
Linotype machinist	1
Nurse, trained.....	3

Appointments made in the United States—Continued.

Position.	Number.
ORIGINAL—continued.	
Pathologist.....	1
Photoengraver.....	1
Physician.....	1
Stenographer and typewriter.....	22
Teacher.....	149
Veterinarian.....	5
Total original	209
BY TRANSFER.	
Clerk, postal.....	10
Engineer-machinist, electrical.....	1
Stenographer and typewriter.....	1
Teacher.....	2
Veterinarian.....	2
Total by transfer	16
Grand total.....	225

Recapitulation of appointments made in the Philippine classified civil service

Nature of appointment.	From English registers.	From Spanish registers.	Total.
During the year:			
Original, in Philippine Islands.....	437	565	1,002
Through changes in the service.....	1,393	1,180	2,573
Original, in the United States.....	209	209
By transfer from United States classified civil service	16	16
Total	2,055	1,745	3,800
Previously appointed.....	5,786	4,083	9,869
Grand total.....	7,841	5,828	13,669

Original appointments made in the United States civil service in the Philippine Islands during the fiscal year ended June 30, 1905.

CERTIFICATION BY THE CIVIL SERVICE BOARD.

Position.	Number.	Position.	Number.
ORIGINAL.			
Checker.....	2	ORIGINAL—continued.	
Clerk.....	65	Storekeeper, assistant.....	1
Clerk, shipping	1	Storeman.....	2
Interpreter.....	1	Typewriter.....	1
Mate.....	1	Total	105
Messenger	23	By promotion, transfer, or reinstatement	7
Packer.....	2	Grand total.....	112
Special laborer.....	1		
Storekeeper.....	5		

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid.^a

PHILIPPINE COMMISSION.

Position.	Salary.	Ameri-cans.	Fil-i-pinos.	Salaries of—	
				Americans.	Filipinos.
Governor-general	\$15,000	1	\$15,000
Secretaries of departments	10,500	4	42,000
Commissioners	5,000	(b)	3	25,000	\$15,000
Private secretaries	2,500	1	2,500
Do.	2,400	4	9,600
Do.	1,400	3	4,200
Total	10	6	94,100	19,200

INSULAR BUREAUS.

EXECUTIVE.					
Class 1.....	\$7,500	1	\$7,500
	4,000	1	4,000
Class 2.....	2,750	1	2,750
Class 3.....	2,500	3	7,500
Class 4.....	2,250	2	4,500
Class 5.....	2,000	5	10,000
Class 6.....	1,800	2	1	3,600	\$1,800
Class 7.....	1,600	14	1	22,400	1,600
Class 8.....	1,500	1	1,500
	1,400	12	1	16,800	1,400
Class 9.....	1,200	6	4	7,200	4,800
Class A.....	960	1	960
	900	4	3,600
Class B.....	840	1	2	840	1,680
Class C.....	720	1	720
Class D.....	600	2	1,200
Class E.....	540	2	1,080
Class F.....	480	3	1,440
Class G.....	420	5	2,100
Class H.....	360	5	1,800
Class I.....	300	5	1,500
Class J.....	240	7	1,680
Class K.....	180	11	1,980
	160	1	150
	120	10	1,200
	90	1	90
	60	1	60
Total	48	69	87,090	32,340
CIVIL-SERVICE BOARD.					
Class 1.....	5,000	1	5,000
	3,500	1	1	3,500	3,500
Class 3.....	2,500	1	2,500
Class 5.....	2,000	1	2,000
Class 6.....	1,800	1	1,800
Class 7.....	1,600	4	6,400
Class 8.....	1,400	5	7,000
Class 9.....	1,200	4	1	4,800	1,200
Class 10.....	1,000	2	2,000
	840	1	840
Class B.....	720	1	720
Class C.....	540	1	540
Class E.....	480	1	480
Class F.....	420	4	1,680
Class G.....	360	2	720
Class H.....	300	1	300
Class I.....	240	2	480
Class J.....	180	1	180
Class K.....	120	2	240
Total	20	18	35,000	10,880

^aThe tables do not include the following: Officers of the United States Army or Navy detailed to perform civil duties; enlisted men of the Philippines Constabulary; semiskilled and unskilled laborers; persons compensated by fees only.

^bThe governor-general and the secretaries of departments are the American members of the Commission.

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

INSULAR BUREAUS—Continued.

Position.	Salary.	Ameri-cans.	Fil-i-pinos.	Salaries of—	
				Americans.	Filipinos.
INSULAR PURCHASING AGENT.					
Class 1.....	\$4,750	1		\$4,750	
	3,500	1		3,500	
	3,000	1		3,000	
Class 4.....	2,250	1		2,250	
Class 5.....	2,000	2		4,000	
Class 6.....	1,800	3		5,400	
Class 7.....	1,600	6		9,600	
Class 8.....	1,400	11		16,400	
Class 9.....	1,200	14		16,800	
Class 10.....	1,080	8		8,640	
	1,000	5		5,000	
Class A.....	900	19		17,100	
Class B.....	840		1		8840
Class C.....	720	22	2	15,840	1,440
Class D.....	600		1		600
Class E.....	540		3		1,620
Class F.....	480		8		3,840
Class G.....	420		8		3,360
Class H.....	360		4		1,440
Class K.....	180		10		1,800
Total		94	37	111,280	14,940
IMPROVEMENT OF THE PORT OF MANILA.					
Class 1.....	3,000	2		6,000	
Class 3.....	2,500	1		2,500	
Class 5.....	2,000	1		2,000	
Class 6.....	1,800	1		1,800	
Class 7.....	1,600	1		1,600	
Class 8.....	1,400	8		11,200	
Class 9.....	1,200	3		3,600	
Class 10.....	1,080	4		4,320	
	1,000	1		1,000	
Class A.....	900	3		2,700	
Class B.....	840		1		840
Class D.....	600		2		1,200
Class E.....	540		4		2,160
Class F.....	480		5		2,400
Class H.....	360		1		360
Class I.....	300		2		600
Class J.....	240		2		480
Class K.....	216		1		216
Total		25	18	36,720	8,256
PUBLIC HEALTH.					
Class 1.....	3,500	3		10,500	
	3,000	1		3,000	
Class 3.....	2,500	3	1	7,500	2,500
Class 5.....	2,000	13	2	26,000	4,000
Class 6.....	1,800	4		7,200	
Class 7.....	1,600	10		16,000	
Class 8.....	1,400	4		5,600	
Class 9.....	1,200	9	2	10,800	2,400
Class 10.....	1,000	10	2	10,000	2,000
Class A.....	900	30	7	27,000	6,300
Class C.....	750		7		5,250
	720	2	3	1,440	2,160
Class D.....	600	1	2	600	1,200
Class F.....	480		1		480
Class G.....	420		1		420
Class H.....	360		4		1,440
Class I.....	300		10		3,000
Class J.....	240		11		2,640
Class K.....	180		7		1,260
Total		90	60	125,640	35,050
FORESTRY.					
Class 1.....	3,000	1		3,000	
Class 4.....	2,400	2		4,800	
Class 5.....	2,000	2		4,000	
Class 6.....	1,800	2		3,600	
Class 7.....	1,600	2		3,200	
Class 8.....	1,400	7		9,800	

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1906, and the salaries paid—Continued.

INSULAR BUREAUS—Continued.

Position.	Salary.	Ameri-cans.	Fil-i-pinos.	Salaries of—	
				Americans.	Filipinos.
FORESTRY—continued.					
Class 9.	\$1,200	5	2	\$6,000	\$2,400
Class 10.	1,000	2	—	2,000	—
Class A.	900	4	—	3,600	—
Class C.	720	—	5	—	3,600
Class D.	600	—	7	—	4,200
Class F.	480	—	3	—	1,440
Class G.	420	—	28	—	11,760
Class H.	360	—	15	—	5,400
Class I.	300	—	63	—	18,900
Class K.	150	—	2	—	300
	120	—	1	—	120
Total		27	126	40,000	48,120
MINING.					
Class 1.	3,000	1	—	3,000	—
Class 5.	2,000	1	—	2,000	—
Class 6.	1,800	1	—	1,800	—
Class 8.	1,400	1	—	1,400	—
Class 9.	1,200	1	—	1,200	—
Class C.	720	—	1	—	720
Class D.	600	—	1	—	600
Class K.	120	—	1	—	120
Total		5	3	9,400	1,440
WEATHER.					
Class 8.	2,500	—	1	—	2,500
Class 6.	1,800	1	2	1,800	3,600
Class 8.	1,400	1	—	1,400	—
Class A.	900	—	4	—	3,600
Class C.	720	—	5	—	3,600
Class D.	600	—	12	—	7,200
Class G.	420	—	1	—	420
Class I.	300	—	14	—	4,200
Class K.	180	—	23	—	4,140
	150	—	4	—	600
	100	—	7	—	700
	90	3	7	270	630
Total		5	80	3,470	31,190
PUBLIC LANDS.					
Class 1.	3,200	1	—	3,200	—
Class 3.	2,500	1	—	2,500	—
Class 4.	2,250	1	—	2,250	—
Class 5.	2,000	1	—	2,000	—
Class 6.	1,800	2	—	3,600	—
Class 7.	1,600	2	—	3,200	—
Class 8.	1,400	1	—	1,400	—
Class C.	720	—	1	—	720
Class G.	420	—	2	—	840
Class H.	360	—	1	—	360
Class K.	180	—	1	—	180
Total		9	5	18,150	2,100
AGRICULTURE.					
Class 1.	4,000	1	—	4,000	—
	3,000	1	—	3,000	—
Class 3.	2,500	1	—	2,500	—
Class 5.	2,000	3	—	6,000	—
Class 6.	1,800	2	—	3,600	—
Class 7.	1,600	1	—	1,600	—
Class 8.	1,500	1	—	1,500	—
	1,400	4	—	5,600	—
Class 9.	1,200	3	1	3,600	1,200
Class 10.	1,080	2	—	2,160	—
	1,000	1	—	1,000	—
Class A.	900	2	—	1,800	—
Class C.	720	4	2	2,880	1,440
Class D.	600	1	—	600	—
Class F.	480	—	1	—	480
Total		27	4	39,840	3,120

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

INSULAR BUREAUS—Continued.

Position.	Salary.	Ameri-cans.	Fili-pinos.	Salaries of—	
				Americans.	Filipinos.
ETHNOLOGICAL SURVEY.					
Class 1.....	\$3,500	1		\$3,500
Class 4.....	2,400	1		2,400
Class 8.....	1,400	2		2,800
Class 9.....	1,200	1		1,200
Class E.....	540		1		\$540
Class 1.....	300		1		300
Class K.....	180		1		180
Total.....		5	3	9,900	1,020
GOVERNMENT LABORATORIES.					
Class 1.....	6,000	1		6,000
	5,000	1		5,000
Class 2.....	2,750	1		2,750
Class 3.....	2,700	1		2,700
	2,500	3		7,500
Class 5.....	2,000	3		6,000
Class 6.....	1,800	6		10,800
Class 7.....	1,600	2	1	3,200	1,600
Class 8.....	1,500	2		3,000
	1,400	9		12,600
Class 9.....	1,200	7		8,400
Class A.....	900	3		2,700
Class C.....	720		1		720
Class D.....	600		2		1,200
Class G.....	450		2		900
Class H.....	360		4		1,440
Class I.....	300		2		600
Class J.....	240		2		480
Total.....		39	14	70,650	6,940
PHILIPPINE CIVIL HOSPITAL.					
Class 1.....	3,500	1		3,500
Class 8.....	1,400	1		1,400
Class 9.....	1,200	3		3,600
Class 10.....	1,020	1		1,020
	1,000	1		1,000
Class A.....	900	2		1,800
Class B.....	840	2		1,680
Class C.....	720	15		10,800
Class D.....	600	13	1	7,800	600
Total.....		39	1	32,600	600
CIVIL SANITARIUM, BENGUET.					
Class 4.....	2,400	1		2,400
Class A.....	900	1		900
Class C.....	720	1		720
Class D.....	600	1		600
Total.....		4		4,620
POSTS.					
Class 1.....	6,000	1		6,000
	3,700	1		3,700
	3,250	1		3,250
Class 3.....	2,500	2		5,000
Class 5.....	2,000	5		10,000
Class 6.....	1,800	9		16,200
Class 7.....	1,600	9	1	14,400	1,600
Class 8.....	1,400	22		30,800
Class 9.....	1,200	18		21,600
Class 10.....	1,000	28		28,000
	900	20		18,000
Class A.....	840	1	1	840	840
Class B.....	840	2	5	1,440	3,600
Class C.....	720	2	5	1,440	3,600
Class D.....	600	4	1	2,400	600
Class E.....	540		5		2,700
Class F.....	480	2	9	960	4,320
Class G.....	420	2	7	840	2,940
Class H.....	360		10		3,600
Class I.....	300	12	16	3,600	4,800
Class J.....	240	3	11	720	2,640

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

INSULAR BUREAUS—Continued.

Position.	Salary.	Ameri-cans.	Filipi-nos.	Salaries of—	
				Americans.	Filipinos.
POSTS—continued.					
Class K	\$210 200 180 150 120 96 90 60 12 5 2 7 12 17 1	4 1 11 9 30 1 48 221 12 \$900 300 840 1,080 1,020 12	\$840 200 1,980 1,350 3,600 96 4,320 13,260
Total	186	391	171,902	53,286
PHILIPPINES CONSTABULARY.					
Class 1	3,500	1	3,500
Class 2	2,750	2	5,500
Class 3	2,500	2	5,000
Class 5	2,200	1	2,200
Class 6	2,000	7	14,000
Class 7	1,800	13	23,400
Class 8	1,700	3	5,100
Class 9	1,600	19	30,400
Class 10	1,500	13	19,500
Class A	1,400	28	39,200
Class B	1,300	5	1	6,500	1,300
Class C	1,250	3	3,750
Class D	1,200	24	28,800
Class E	1,150	7	8,050
Class F	1,100	30	3	33,000	3,300
Class G	1,050	6	6,300
Class H	1,000	64	3	64,000	3,000
Class I	950	16	4	15,200	3,800
Class J	900	62	7	55,800	6,300
Class K	850	1	850
Class A	840	2	1	1,680	840
Class C	800	11	8,800
Class D	780	1	780
Class E	720	1	720
Class F	600	1	600
Class G	540	2	1,080
Class H	480	48	23,040
Class I	420	2	840
Class J	380	13	4,680
Class K	300	7	2,100
Class A	240	15	3,600
Class C	210	3	630
Class D	180	1	9	180	1,620
Class E	150	7	1,050
Class F	120	1	120
Class G	90	1	90
Total	312	139	373,410	66,790
BILIBID PRISON.					
Class 1	3,000	1	3,000
Class 3	2,500	1	2,500
Class 5	2,000	1	2,000
Class 6	1,900	1	1,900
Class 7	1,800	1	1,800
Class 8	1,700	1	1,700
Class 9	1,600	1	1,600
Class 10	1,500	1	1,500
Class A	1,400	4	5,600
Class C	1,300	1	1,300
Class D	1,200	11	13,200
Class E	1,080	2	2,160
Class F	1,000	10	10,000
Class G	900	16	1	14,400	900
Class H	720	2	2	1,440	1,440
Class I	600	2	1,200
Class J	540	1	540
Class K	480	1	480
Class L	450	5	2,250
Class M	375	12	4,500
Class N	360	9	3,240
Class O	330	1	330

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

INSULAR BUREAUS—Continued.

Position.	Salary.	Ameri-cans.	Fil-i-pinos.	Salaries of—	
				Americans.	Filipinos.
BILIBID PRISON—continued.					
Class I.....	\$300	7	\$2,100
Class J.....	240	12	2,880
Class K.....	180	12	2,160
Total	54	65	\$64,100	22,020
COAST GUARD AND TRANSPORTATION.					
Class 3.....	2,500	3	7,500
Class 4.....	2,250	2	4,500
Class 5.....	2,000	1	2,000
Class 6.....	1,800	20	36,000
Class 7.....	1,600	20	1	32,000	1,600
Class 8.....	1,400	7	9,800
Class 9.....	1,200	9	10,800
Class 10.....	1,080	9	9,720
Class A.....	1,020	32	32,640
Class B.....	1,000	1	1,000
Class E.....	900	1	4	900	3,600
Class B.....	840	19	15,960
Class F.....	540	1	540
Class G.....	480	10	4,800
Class H.....	420	13	5,460
Class I.....	360	16	5,760
Class J.....	300	1	300
Total	124	47	162,820	22,300
COAST AND GEODETIC SURVEY.					
Class 7.....	1,680	2	3,360
Class 8.....	1,500	2	3,000
Class 9.....	1,400	1	1,400
Class 10.....	1,380	1	1,380
Class D.....	1,200	1	1,200
Class E.....	600	2	1,200
Class F.....	540	3	1,620
Class G.....	480	3	1,440
Class H.....	420	5	2,100
Class I.....	360	4	1,440
Class J.....	300	2	600
Class K.....	240	1	240
Total	180	1	180
Total	7	21	10,340	8,820
ENGINEERING.					
Class 1.....	5,000	1	5,000
Class 2.....	3,500	1	3,500
Class 3.....	3,000	1	3,000
Class 5.....	2,500	1	2,500
Class 4.....	2,200	1	2,200
Class 6.....	2,000	4	8,000
Class 7.....	1,800	6	10,800
Class 8.....	1,600	7	11,200
Class 9.....	1,400	9	12,600
Class 10.....	1,200	9	10,800
Class A.....	1,080	1	1,080
Class G.....	900	2	1,800
Class F.....	420	4	1,680
Class I.....	300	5	1,500
Class J.....	240	1	240
Class K.....	210	1	210
Total	180	1	180
Total	43	12	72,480	3,810
BENGUET ROAD.					
Class 3.....	2,500	1	2,500
Class 4.....	2,400	1	2,400
Class 6.....	1,800	3	5,400
Class 8.....	1,400	1	1,400
Class 9.....	1,200	1	1,200
Class A.....	900	1	900
Total	8	13,800

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

INSULAR BUREAUS—Continued.

Position.	Salary.	Ameri-cans.	Fil-i-pinos.	Salaries of—	
				Americans.	Filipinos.
TREASURY.					
Class 1.....	\$7,000	1	\$7,000
	4,000	1	4,000
	3,000	1	3,000
Class 3.....	2,500	3	7,500
Class 4.....	2,250	2	4,500
Class 5.....	2,000	3	6,000
Class 6.....	1,800	8	14,400
Class 7.....	1,600	9	14,400
Class 8.....	1,400	7	9,800
Class 9.....	1,200	9	1	10,800	\$1,200
Class A.....	900	1	900
Class C.....	720	1	720
Class D.....	600	3	1,800
Class G.....	420	2	840
Class I.....	300	1	300
Class J.....	240	4	960
Class K.....	180	4	720
Total.....	45	16	82,300	6,540
AUDITOR.					
Class 1.....	7,000	1	7,000
	4,000	1	4,000
	2,500	3	7,500
Class 4.....	2,250	4	9,000
Class 5.....	2,000	1	2,000
Class 6.....	1,800	8	14,400
Class 7.....	1,600	8	12,800
Class 8.....	1,400	13	18,200
Class 9.....	1,200	13	1	15,600	1,200
Class 10.....	1,000	4	2	4,000	2,000
Class A.....	900	3	1	2,700	900
Class B.....	840	1	840
Class C.....	720	2	1,440
Class D.....	600	3	1,800
Class E.....	540	1	540
Class F.....	480	1	480
Class G.....	420	5	2,100
Class H.....	360	1	360
Class I.....	300	5	1,500
Class J.....	240	1	240
Class K.....	150	2	300
	120	1	120
Total.....	59	27	97,200	13,820
CUSTOMS.					
Class 1.....	7,000	1	7,000
	4,250	1	4,250
	4,000	4	16,000
	3,000	4	12,000
Class 2.....	2,750	2	5,500
Class 3.....	2,500	2	5,000
Class 4.....	2,250	6	13,500
Class 5.....	2,000	16	1	32,000	2,000
Class 6.....	1,800	13	1	23,400	1,800
Class 7.....	1,600	21	33,600
Class 8.....	1,400	46	2	64,400	2,800
Class 9.....	1,200	37	2	44,400	2,400
Class 10.....	1,000	22	7	22,000	7,000
Class A.....	900	52	13	46,800	11,700
Class B.....	840	1	840
Class C.....	720	9	6,480
Class D.....	630	1	630
	600	19	11,400
Class E.....	540	3	1,620
Class F.....	480	15	7,200
Class G.....	420	5	2,100
Class H.....	360	14	5,040
Class I.....	300	46	13,800
Class J.....	288	1	288
	240	163	39,120
Class K.....	210	1	210
	192	3	576
	180	17	3,060
	150	1	150

REPORT OF THE CIVIL SERVICE BOARD.

*Tables showing the number of Americans and Filipinos in the Philippine civil service on
January 1, 1905, and the salaries paid—Continued.*

INSULAR BUREAUS—Continued.

Position.	Salary.	Ameri-cans.	Filipinos.	Salaries of—	
				Americans.	Filipinos.
Class K	\$120 90	5 14	\$600 1,260
Total	227	344	\$329,850	122,074
INTERNAL REVENUE.					
Class 1	4,000	1	4,000
Class 5	3,000	1	3,000
Class 6	2,000	1	2,000
Class 6	1,800	1	1	1,800	1,800
Class 7	1,600	6	9,600
Class 8	1,400	8	11,200
Class 9	1,200	8	9,600
Class 10	1,100	1	1,100
Class 10	1,080	1	1,080
Class 10	1,000	2	2,000
Class A	900	3	2,700
Class D	600	2	1,200
Class G	420	3	1,260
Class I	300	4	1,200
Class J	240	1	240
Class K	180	1	180
Class K	120	2	240
Total	33	14	48,080	6,120
COLD STORAGE AND ICE PLANT.					
Class 3	2,500	1	2,500
Class 4	2,400	1	2,400
Class 6	1,800	1	1,800
Class 7	1,600	4	6,400
Class 8	1,400	4	5,600
Class 9	1,200	5	1	6,000	1,200
Class 10	1,000	2	2,000
Class A	900	4	3,600
Class B	888	1	888
Class C	840	1	840
Class C	780	5	3,900
Class D	720	12	1	8,640	720
Class E	600	1	1	600	600
Class F	540	1	540
Class H	480	2	960
Class H	360	4	1,440
Class I	300	3	900
Class J	240	5	1,200
Class K	216	1	216
Total	42	19	45,168	7,776
SUPREME COURT.					
Class 1	7,500	1	7,500
Class 6	7,000	2	2	14,000	14,000
Class 6	3,000	1	3,000
Class 6	1,800	2	3,600
Class 7	1,600	1	1,600
Class 8	1,400	1	1,400
Class C	720	1	720
Class D	600	1	600
Class F	480	2	960
Class G	420	1	420
Class H	360	3	1,080
Class I	300	1	300
Class J	240	4	960
Class K	150	4	600
Total	6	21	20,600	30,140
COURTS OF FIRST INSTANCE.					
Class 1	5,500	2	1	11,000	5,500
Class 1	5,000	6	4	30,000	20,000
Class 5	4,500	7	3	31,500	13,500
Class 5	2,000	1	2,000
Class 7	1,600	5	5	8,000	8,000
Class 8	1,500	1	1,500
Class 8	1,400	3	4,200

Tables showing the number of American and Filipinos in the Philippine civil service on January, 1, 1905, and the salaries paid—Continued.

INSULAR BUREAUS—Continued.

Position.	Salary.	Ameri-cans.	Fil-i-pinos.	Salaries of—	
				Americans.	Filipinos.
COURTS OF FIRST INSTANCE—continued.					
Class 9.....	\$1,200	6	6	\$7,200	\$7,200
Class 10.....	1,100	2			2,200
	1,000	7			7,000
Class A.....	900	1	17	900	15,300
Class C.....	800		6		4,800
Class D.....	700		3		2,100
	600		8		4,800
Class F.....	480		1		480
Class G.....	450		1		450
	420		2		840
Class H.....	400		1		400
	360		10		3,600
Class I.....	300		5		1,500
Class J.....	240		31		7,440
Class K.....	200		8		1,600
	180		12		2,160
	150		10		1,500
	144		1		144
	120		27		3,240
	90		2		180
	60		1		60
Total		30	176	92,800	117,494
COURT OF CUSTOMS APPEALS.					
Class 1.....	4,500		1		4,500
Class 7.....	1,600	1		1,600
Class 8.....	1,400	1		1,400
Class K.....	180		1		180
Total		2	2	3,000	4,680
COURT OF LAND REGISTRATION.					
Class 1.....	5,000		1		5,000
	4,500	1		4,500
Class 3.....	2,500	1		2,500
Class 5.....	2,000		1		2,000
Class 6.....	1,800	2		3,600
Class 7.....	1,600		1		1,600
Class 8.....	1,500		1		1,500
Class 9.....	1,400	1		1,400
Class A.....	1,200	2	1	2,400	1,200
Class C.....	900		3		2,700
Class F.....	720	1	1	720	720
Class G.....	480		4		1,920
Class H.....	420		2		840
Class I.....	360		8		2,880
Class K.....	300		4		1,200
	240		1		240
	180		1		180
	120		4		480
Total		8	33	15,120	22,460
OFFICE OF ATTORNEY-GENERAL.					
Class 1.....	7,000	1		7,000
	5,500		1		5,500
	4,500	1		4,500
Class 3.....	3,500	1		3,500
Class 4.....	2,500	1	1	2,500	2,500
	2,400	2		4,800
Class 6.....	2,250	1		2,250
Class 7.....	1,800	3		5,400
Class 8.....	1,600	5	1	8,000	1,600
Class 9.....	1,400	3		4,200
Class A.....	1,200	1		1,200
Class C.....	900		1		900
Class D.....	800		1		800
Class F.....	600		2		1,200
Class H.....	480		1		480
Class K.....	360		1		360
	180		1		180
	150		1		150
Total		19	11	43,350	13,670

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

INSULAR BUREAUS—Continued.

Position.	Salary.	Ameri-cans.	Filipinos.	Salaries of—	
				Americans.	Filipinos.
EDUCATION.					
Class 1.....	\$6,000	1		\$6,000
	3,000	1		3,000
Class 3.....	2,500	3		7,500
Class 4.....	2,400	2		4,800
	2,250	6		13,500
Class 5.....	2,000	8		16,000
Class 6.....	1,800	14		25,200
Class 7.....	1,600	16		25,600
Class 8.....	1,500	57		85,500
	1,400	66		92,400
Class 9.....	1,380	2		2,760
	1,350	6		8,100
	1,320	4		5,280
	1,300	55		71,500
	1,260	3		3,780
	1,200	203		243,600
Class 10.....	1,140	10		11,400
	1,100	43		47,300
	1,080	6		6,480
	1,020	2		2,040
	1,000	155	1	155,000	\$1,000
Class A.....	900	190		171,000
Class C.....	780	1		780
Class D.....	720	1		720
	660		1		660
	650		1		650
Class F.....	600	1	11	600	6,600
Class G.....	480		18		8,640
Class H.....	420		23		9,660
Class I.....	380		45		16,200
Class J.....	300		52		15,600
	270		2		540
	240		73		17,520
Total	856	227		1,009,810	77,070
PUBLIC PRINTING.					
[97 craftsmen and junior craftsmen and 58 apprentices, all Filipinos, do not appear in this list.]					
Class 1.....	4,000	1		4,000
	3,000	1		8,000
Class 3.....	2,500	1		2,500
Class 5.....	2,000	5		10,000
Class 6.....	1,800	7		12,600
Class 7.....	1,600	13		20,800
Class 8.....	1,400	11		15,400
Class 9.....	1,200	1		1,200
Class 10.....	1,000	1		1,000
Class A.....	900	8	1	2,700	900
Class B.....	840		2		1,680
Class C.....	720	4		2,880
Class G.....	420		1		420
Class H.....	375		1		375
Class K.....	360		3		1,080
	180		1		180
	150		1		150
Total	48	10		76,080	4,785
ARCHIVES.					
Class 1.....	8,000		1		8,000
Class 9.....	1,200		3		3,600
Class A.....	900		1		900
Class D.....	600		3		1,800
Class F.....	480		1		480
Class H.....	360		3		1,080
Class I.....	300		1		300
Class J.....	240		2		480
Class K.....	150		2		300
Total			17		11,940

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

INSULAR BUREAUS—Continued.

Position.	Salary.	Ameri-cans.	Fil-i-pinos.	Salaries of—	
				Americans.	Filipinos.
ARCHITECTURE.					
Class 1.....	\$4,000	1		\$4,000
Class 3.....	2,500	1		2,500
Class 6.....	1,800	4		7,200
Class 7.....	1,600	2		3,200
Class 8.....	1,400	4		5,600
Class 9.....	1,200	4		4,800
Class 10.....	1,080	1		1,080
Class F.....	480		2		\$960
Class G.....	420		1		420
Class I.....	300		2		600
Class K.....	180		1		180
	150		1		150
Total		17	7	28,380	2,310
CIRCULATING LIBRARY.					
Class 9.....	1,200	1		1,200
Class 10.....	1,000	1		1,000
Class K.....	120		1		120
Total		2	1	2,200	120
OFFICIAL GAZETTE.					
Class 6.....	1,800	1		1,800
Class 8.....	1,400		1		1,400
Class C.....	720		1		720
Class F.....	480		1		480
Class I.....	300		2		600
Total		1	5	1,800	3,200
RECAPITULATION.					
Class 1.....	7,500	1	1	7,500	7,500
	7,000	6	2	42,000	14,000
	6,000	3		18,000	
	5,500	2	2	11,000	11,000
	5,000	9	5	45,000	25,000
	4,750	1		4,750	
	4,500	9	4	40,500	18,000
	4,250	1		4,250	
	4,000	11		44,000	
	3,700	1		3,700	
	3,500	10	1	35,000	3,500
	3,250	1		3,250	
	3,200	1		3,200	
	3,000	17	2	51,000	6,000
Class 2.....	2,750	6		16,500	
	2,700	1		2,700	
Class 3.....	2,500	39	3	97,500	7,500
Class 4.....	2,400	10		24,000	
	2,250	25		56,250	
Class 5.....	2,200	2		4,400	
	2,000	84	5	168,000	10,000
Class 6.....	1,900	1		1,900	
	1,800	141	5	253,800	9,900
Class 7.....	1,700	4		6,800	
	1,650	2		3,300	
	1,600	189	11	302,400	17,600
Class 8.....	1,500	76	3	114,000	4,500
	1,400	306	4	428,400	5,600
Class 9.....	1,380	3		4,140	
	1,350	6		8,100	
	1,320	4		5,280	
	1,300	61	1	79,300	1,300
	1,280	3		3,780	
	1,250	3		3,750	
	1,200	419	25	502,800	30,000
Class 10.....	1,150	7		8,050	
	1,140	10		11,400	
	1,100	74	5	81,400	5,500
	1,080	34		36,720	
	1,050	6		6,300	
	1,020	35		35,700	
	1,000	312	22	312,000	22,000

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

INSULAR BUREAUS—Continued.

Position.	Salary.	Ameri-cans.	Filipinos.	Salaries of—	
				Americans.	Filipinos.
RECAPITULATION—continued.					
Class A	\$960	16	1		\$960
	950	16	4	\$15,200	3,800
	900	423	64	380,700	57,600
Class B	888	1		888	
	850	1		850	
	840	26	11	21,840	9,240
Class C	800	18		14,400
	780	7		5,460	
	750	7		5,250
Class D	720	67	45	48,240	32,400
	700	8		2,100
	660	1		660
	650	1		650
	630	1		630
	600	22	89	13,200	53,400
Class E	540	28		15,120
Class F	480	2	141	960	67,680
Class G	450	8		3,600
	420	2	125	840	52,500
Class H	400	1		400
	375	13		4,375
	360	180		64,800
Class I	330	1		330
	300	12	262	3,600	78,600
Class J	288	1		288
	270	2		540
Class K	240	3	350	720	84,000
	216	2		432
	210	9		1,890
	200	9		1,800
	192	3		576
	180	6	127	1,080	22,860
	150	2	45	300	6,750
	144	1		144
	120	7	85	840	10,200
	100	7		700
	96	1		96
	90	15	73	1,350	6,570
	60	17	223	1,020	13,380
	12	1	12
Total	2,566	2,043	3,888,980	817,221	

PROVINCIAL SERVICE.

Class 1	\$4,000	3		\$12,000
	3,000	4	3	12,000	\$9,000
Class 3	2,500	7	1	17,500	2,500
Class 4	2,400	4		9,600
	2,300	1		2,300	
Class 5	2,250	1		2,250
	2,200	4	8,800
	2,100	5	10,500	
Class 6	2,000	11	6	22,000	12,000
	1,800	15	9	27,000	16,200
Class 7	1,776	2	3,552
	1,700	4	3	6,800	5,100
	1,600	7	5	11,200	8,000
Class 8	1,500	11	22	16,500	33,000
	1,400	4	5	5,600	7,000
Class 9	1,380	1	1,380
	1,350	3	11	4,050	14,850
	1,300	7	9,100
	1,250	1	1,250
Class 10	1,200	62	36	74,400	43,200
	1,150	1	1,150
	1,100	6	6,600
	1,080	1	1,080
	1,050	1	1,050
Class A	1,000	11	6	11,000	6,000
	900	15	13	13,500	11,700
Class B	840	2	1	1,680	640

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

PROVINCIAL SERVICE—Continued.

Position.	Salary.	Ameri- cans.	Fili- pinos.	Salaries of—	
				Americans.	Filipinos.
Class C	800	1	6	\$800	\$4,800
	750		1		750
	720	4	3	2,880	2,160
Class D	700		4		2,800
	660		1		660
	600	1	22	600	18,200
Class E	550		1		550
	540		2		1,080
Class F	520		1		520
	500		4		2,000
	490		4		1,960
	480		11		5,280
Class G	470		3		1,410
	460		2		920
	458		1		458
	450		5		2,250
	440		2		880
	425		3		1,275
	420		13		5,460
	400		18		7,200
Class H	396		1		396
	390		11		4,290
	380		3		1,140
	375		2		750
	372		3		1,116
	360		36		12,960
Class I	350		5		1,750
	340		1		840
	335		1		335
	330		2		660
	322		2		644
	320		5		1,600
	300		81		24,300
Class J	298		1		298
	294		2		588
	290		9		2,610
	288		8		864
	287		2		574
	280		2		560
	275		12		3,300
	272		19		5,168
	270		13		3,510
	267		3		801
	266		1		266
	264		3		792
	263		1		263
	262		1		262
	261		2		522
	260		14		3,640
	258		3		774
	254		1		254
	252		1		252
	250	1	13	250	8,250
	248		2		496
	246		1		246
	243		5		1,215
Class K	240		133		31,920
	238		2		476
	237		2		474
	228		3		684
	225		9		2,025
	222		2		444
	216		2		432
	212		1		212
	210		37		7,770
	200		33		6,600
	198		4		792
	195		2		390
	192		5		960
	190		3		570
	188		2		876
	187		3		561
	186		10		1,860
	183		1		183
	180		108		19,440
	175		4		700
	170		1		170
	168		11		1,848

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

PROVINCIAL SERVICE—Continued.

Position.	Salary.	Ameri-cans.	Filipi-nos.	Salaries of—	
				Americans.	Filipinos.
Class K.....	\$162	2	\$324
	160	1	160
	156	3	468
	155	1	155
	153	2	306
	150	83	12,450
	148	1	148
	144	1	144
	138	3	414
	136	1	136
	133	1	133
	132	1	132
	130	1	130
	126	2	252
	123	2	246
	120	56	6,720
	118	1	118
	117	2	234
	115	1	115
	114	7	798
	111	2	222
	108	4	432
	105	2	210
	102	4	408
	100	4	400
	99	1	99
	96	13	1,248
	90	23	2,070
	84	4	336
	78	6	468
	75	4	300
	72	17	1,224
	66	1	66
	60	18	1,080
	57	1	57
	51	2	102
	48	4	192
	42	1	42
	36	2	72
	30	2	60
	24	2	48
	20	1	20
	18	3	54
Total	185	1,182	\$278,022	437,819	

MUNICIPAL SERVICE, MANILA.

MUNICIPAL BOARD.					
Class 1.....	\$4,500	2	2	\$9,000	\$9,000
	3,000	1	3,000
Class 2.....	2,750	1	2,750
Class 6.....	1,950	1	1,950
	1,800	2	3,600
Class 7.....	1,600	2	1	3,200	1,600
Class 8.....	1,400	8	4,200
Class 9.....	1,200	1	1,200
Class 10.....	1,000	1	1,000
Class C.....	720	1	720
Class F.....	480	2	960
Class K.....	180	3	540
	120	1	120
Total	12	12	27,700	15,140

ENGINEERING AND PUBLIC WORKS.

Class 1.....	4,500	2	9,000
Class 3.....	2,506	3	7,500
Class 4.....	2,250	2	4,500
Class 5.....	2,000	3	6,000
Class 6.....	1,800	6	10,800
Class 7.....	1,600	8	12,800
Class 8.....	1,400	8	1	11,200	1,400
Class 9.....	1,200	17	3	20,400	3,600

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

MUNICIPAL SERVICE, MANILA—Continued.

Position.	Salary.	Ameri-cans.	Fili-pinos.	Salaries of—		
				Americans.	Filipinos.	
ENGINEERING AND PUBLIC WORKS—continued.						
Class 10.....	\$1,080 1,020 1,000 900 840 780 720 660 600 540 480 420 360 300 240 120	3..... 1..... 2..... 8..... 20..... 1..... 16..... 1..... 16..... 7..... 10..... 17..... 27..... 19..... 2..... 1.....			\$3,240 1,020 2,000 7,200 16,800 780 11,520 2,880 660 9,600 3,780 4,800 7,140 9,720 5,700 480 120	
Total	99	111		123,980	52,500	
ASSESSMENTS AND COLLECTIONS.						
Class 1.....	4,000 3,000 2,250 1,800 1,600 1,400 1,200 900 720 600 480 420 360 300 240 180 150 120	1..... 1..... 1..... 4..... 1..... 7..... 9..... 1..... 4..... 1..... 1..... 6..... 13..... 5..... 20..... 29..... 1..... 11..... 2.....			4,000 3,000 2,250 7,200 1,600 9,800 10,800 1,200 3,600 720 600 2,880 5,460 1,800 6,000 6,960 180 1,650 240	
Total	24	94		38,650	31,290	
FIRE.						
Class 3.....	2,500 2,250 1,600 1,500 1,300 1,200 1,140 1,080 1,000 900	1..... 1..... 1..... 2..... 13..... 17..... 2..... 1..... 8..... 31.....			2,500 2,250 1,600 3,000 16,900 20,400 1,080 8,000 27,900	
Class 4.....						
Class 7.....						
Class 8.....						
Class 9.....						
Class 10.....						
Class A.....						
Class D.....						
Class F.....						
Class H.....						
Class I.....						
Class J.....						
Total	75	59		88,630	22,440	
LAW.						
Class 1.....	4,500 3,500 2,500 2,250 2,000 1,800 1,600 1,400 1,200 1,000 900 180 120	1..... 1..... 1..... 1..... 1..... 1..... 2..... 3..... 4..... 2..... 2..... 1..... 1.....			4,500 3,500 2,500 2,250 2,000 1,800 1,600 1,400 4,800 2,000 1,800 180 120	
Total	14	10		25,250	13,300	

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

MUNICIPAL SERVICE, MANILA—Continued.

Position.	Salary.	Ameri-cans.	Fil-i-pinos.	Salaries of—	
				Americans.	Filipinos.
SHERIFF.					
Class 1.....	\$3,000	1	\$3,000
Class 8.....	1,400	1	1,400
Class 9.....	1,200	1	1,200
Class A.....	900	2	1,800
Class C.....	720	1	\$720
Class H.....	360	2	720
Class I.....	300	2	600
Class J.....	240	5	1,200
Class K.....	180	2	360
Total.....	5	12	7,400	3,600
COURTS.					
Class 1.....	3,500	1	3,500
Class 7.....	1,600	1	1,600
Class 10.....	1,000	3	3,000
Class D.....	600	3	1,800
Class I.....	300	2	600
Class K.....	120	2	240
Total.....	2	10	5,100	5,640
REGISTER OF DEEDS.					
Class 5.....	2,000	1	2,000
Class 10.....	1,000	1	1,000
Class F.....	480	1	480
Class J.....	288	2	576
Class K.....	240	2	480
Total.....	120	1	120
Total.....	8	4,656
POLICE.					
Class 1.....	3,500	1	3,500
Class 3.....	3,000	1	3,000
Class 5.....	2,500	1	2,500
Class 6.....	2,000	6	2	12,000	4,000
Class 7.....	1,800	2	3,600
Class 8.....	1,600	2	3,200
Class 9.....	1,500	4	6,000
Class 10.....	1,400	3	1	4,200	1,400
Class A.....	1,300	23	3	29,900	3,900
Class B.....	1,200	24	2	28,800	2,400
Class C.....	1,140	96	109,440
Class D.....	1,080	47	50,760
Class E.....	1,000	80	80,000
Class F.....	900	63	2	56,700	1,800
Class G.....	600	18	10,800
Class H.....	540	2	1,080
Class I.....	480	12	5,760
Class J.....	450	11	4,950
Class K.....	420	1	420
Class L.....	412	4	1,648
Class M.....	375	1	375
Class N.....	360	148	58,280
Class O.....	330	49	16,170
Class P.....	300	123	36,900
Class Q.....	240	46	11,040
Class R.....	120	3	360
Total.....	353	428	393,600	156,283
CITY SCHOOLS.					
Class 1.....	3,000	1	3,000
Class 6.....	1,800	1	1,800
Class C.....	720	5	3,600
Class D.....	660	5	3,300
Class E.....	600	6	3,600
Class F.....	540	9	4,860
Class G.....	480	24	11,520
Class H.....	420	58	24,360
Class I.....	360	57	20,520
Class J.....	300	12	3,600
Class K.....	240	1	240
Total.....	180	1	180
Total.....	2	178	4,800
					75,780

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

MUNICIPAL SERVICE, MANILA—Continued.

Position.	Salary.	Ameri-cans.	Filipi-nos.	Salaries of—	
				Americans.	Filipinos.
RECAPITULATION.					
Class 1.....	\$4,500	5	2	\$22,500	\$9,000
	4,000	1	1	4,000	—
	3,500	2	1	7,000	3,500
	3,000	5	—	15,000	—
Class 2.....	2,750	1	—	2,750	—
Class 3.....	2,500	6	1	15,000	2,500
Class 4.....	2,250	5	—	11,250	—
Class 5.....	2,000	10	3	20,000	6,000
Class 6.....	1,950	1	—	1,950	—
	1,800	16	1	28,800	1,800
Class 7.....	1,600	17	1	27,200	1,600
Class 8.....	1,500	6	—	9,000	—
	1,400	25	3	35,000	4,200
	1,300	36	3	46,800	3,900
Class 9.....	1,200	72	7	86,400	8,400
Class 10.....	1,140	96	2	109,440	2,280
	1,080	51	—	55,080	—
	1,020	1	—	1,020	—
	1,000	90	8	90,000	8,000
Class A.....	900	104	8	93,600	7,200
Class B.....	840	20	1	16,800	840
Class C.....	780	—	1	—	780
Class D.....	720	16	12	11,520	8,640
	660	—	6	—	3,960
	600	—	48	—	28,800
Class E.....	540	—	18	—	9,720
Class F.....	480	—	57	—	27,360
Class G.....	450	—	11	—	4,950
	420	—	89	—	37,380
Class H.....	412	—	4	—	1,648
	375	—	1	—	375
	360	—	275	—	99,000
Class I.....	330	—	49	—	16,170
	300	—	182	—	54,600
Class J.....	288	—	2	—	576
	240	—	96	—	23,040
Class K.....	180	—	8	—	1,440
	150	—	11	—	1,650
	120	—	11	—	1,320
Total	586	922	710,110	380,629	

GENERAL RECAPITULATION OF THE PHILIPPINE CIVIL SERVICE.

Class 1.....	15,000	1	—	15,000	—
	10,500	4	—	42,000	—
	7,500	1	1	7,500	7,500
	7,000	6	2	42,000	14,000
	6,000	3	—	18,000	—
	5,500	2	2	11,000	11,000
	5,000	2	8	70,000	40,000
	4,750	1	—	4,750	—
	4,500	14	6	63,000	27,000
	4,250	1	—	4,250	—
	4,000	15	—	60,000	—
	3,700	1	—	3,700	—
	3,500	12	2	42,000	7,000
	3,250	1	—	3,250	—
	3,200	1	—	3,200	—
	3,000	26	5	78,000	15,000
Class 2.....	2,750	7	—	19,250	—
Class 3.....	2,700	1	—	2,700	—
	2,500	53	5	132,500	12,500
Class 4.....	2,400	18	—	43,200	—
	2,300	1	—	2,300	—
	2,250	30	1	67,500	2,250
Class 5.....	2,200	6	—	13,200	—
	2,100	5	—	10,500	—
Class 6.....	2,000	105	14	210,000	28,000
	1,950	1	—	1,950	—
	1,900	1	—	1,900	—
	1,800	172	15	309,600	27,000

^aThe governor-general and the four secretaries of departments also receive salaries as commissioners.

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

GENERAL RECAPITULATION OF THE PHILIPPINE CIVIL SERVICE—Continued.

Position.	Salary.	Ameri-cans.	Filipi-nos.	Salaries of—	
				Americans.	Filipinos.
Class 7.....	\$1,776	2	\$3,552
	1,700	8	3	13,600	\$5,100
	1,680	2	3,360
	1,600	213	17	340,800	27,200
Class 8.....	1,500	93	25	139,500	37,500
	1,400	335	15	469,000	21,000
Class 9.....	1,380	4	5,620
	1,350	9	11	12,150	14,860
	1,320	4	5,280
	1,300	97	11	126,100	14,300
	1,260	3	3,780
	1,250	3	1	3,750	1,250
	1,200	553	68	663,600	81,600
Class 10.....	1,150	7	1	8,050	1,150
	1,140	106	2	120,840	2,280
	1,100	74	11	81,400	12,100
	1,080	86	92,880
	1,050	7	7,350
	1,020	36	38,720
	1,000	413	36	413,000	36,000
Class A.....	960	1	960
	950	16	4	15,200	3,800
	900	542	85	487,800	76,500
Class B.....	888	1	888
	850	1	850
	840	48	13	40,320	10,920
Class C.....	800	1	24	800	19,200
	780	7	1	5,460	780
	750	8	6,000
	720	87	60	62,640	43,200
Class D.....	700	7	4,900
	660	8	5,280
	650	1	650
	630	1	630
	600	23	159	13,800	95,400
Class E.....	550	1	550
	540	48	25,920
Class F.....	520	1	520
	500	4	2,000
	490	4	1,960
Class G.....	480	2	209	960	100,320
	470	3	1,410
	460	2	920
	458	1	458
	450	24	10,800
	440	2	880
	425	3	1,275
	420	2	227	840	95,340
Class H.....	412	4	1,648
	400	19	7,600
	396	1	396
	390	11	4,290
	380	3	1,140
	375	16	6,000
	372	3	1,116
	360	491	176,760
Class I.....	350	5	1,750
	340	1	340
	335	1	335
	330	52	17,160
	322	2	644
	320	5	1,600
Class J.....	300	12	525	3,600	157,500
	298	1	298
	294	2	588
	290	9	2,610
	288	6	1,728
	287	2	574
	280	2	560
	275	12	3,300
	272	19	5,168
	270	15	4,050
	267	3	801
	266	1	266
	264	3	792
	263	1	263
	262	1	262
	261	2	522
	260	14	3,640

Tables showing the number of Americans and Filipinos in the Philippine civil service on January 1, 1905, and the salaries paid—Continued.

GENERAL RECAPITULATION OF THE PHILIPPINE CIVIL SERVICE—Continued.

Position.	Salary.	Ameri-cans.	Fil-i-pinos.	Salaries of—	
				Americans.	Filipinos
Class J.....					
258			3		\$774
254		1			254
252		1			252
250	1	13		\$250	3,250
248		2			496
246		1			246
243		5			1,215
240	3	579	720		138,960
Class K.....					
238		2			476
237		2			474
228		3			684
225		9			2,025
222		2			444
216		4			864
212		1			212
210		46			9,660
200		42			8,400
198		4			792
195		2			390
192		8			1,536
190		3			570
188		2			376
187		3			561
186		10			1,860
183		1			183
180	6	243		1,080	43,740
175		4			700
170		1			170
168		11			1,848
162		2			324
160		1			160
156		3			468
155		1			155
153		2			306
150	2	139	300		20,850
148		1			148
144		2			288
138		3			414
136		1			136
133		1			133
132		1			132
130		1			130
126		2			252
123		2			246
120	7	152	840		18,240
118		1			118
117		2			234
115		1			115
114		7			798
111		2			222
108		4			482
105		2			210
102		4			408
100		11			1,100
99		1			99
96		14			1,344
90	15	96		1,350	8,640
84		4			336
78		6			468
75		4			300
72		17			1,224
66		1			66
60	17	241		1,020	14,460
57		1			57
51		2			102
48		4			192
42		1			42
36		2			72
30		2			60
24		2			48
20		1			20
18		3			54
12		1		12
Total a.....		3,347	4,158	4,471,212	1,654,869

^a Deduct 40 Americans and 190 Filipinos for names counted by reason of employees who hold two positions.

Comparison of the number of American and Filipino officers and employees in the service, and the salaries paid, on January 1, 1904, and on January 1, 1905.

Date.	Officers and employees.			Salaries paid.			Average salaries.		
	Ameri-cans.	Filipi-nos.	Total.	Ameri-cans.	Filipinos.	Total.	Ameri-cans.	Filipi-nos.	Total.
1905.....	3,307	4,023	7,330	\$4,471,212	\$1,654,869	\$6,126,081	\$1,352.04	\$411.35	\$835.75
1904.....	3,228	3,377	6,605	4,331,860	1,466,417	5,798,277	1,341.96	434.24	877.86
Increase... ..	79	646	725	139,352	188,452	327,804	10.08	a 22.89	a 42.11

a Decrease, due to inclusion of municipal treasurers.

Officers and employees January 1, 1905.

	Per cent.
Increase in Americans employed.....	2.4
Increase in Filipinos employed.....	19.1
Increase in salaries paid to Americans.....	3.2
Increase in salaries paid to Filipinos.....	12.9
Americans in the service.....	45.1
Per cent of total salary received by Americans.....	73.0